

## About Registration

In Alberta, all paramedic professionals (EMR, PCP and ACP) must be registered with the Alberta College of Paramedics (College) as a requirement of the *Health Professions Act* (HPA). The HPA is the legislation that governs all regulated health professions, of which there are 30, including nurses, dentists, doctors, lab techs and more.

To practice paramedicine and use the title of paramedic in Alberta, all Emergency Medical Responders (EMR), Primary Care Paramedics (PCP) and Advanced Care Paramedics (ACP) must hold an active practice permit from the College.

Through the registration process, the College ensures practitioners possess the necessary skills and training to be licensed to practice safely and competently in Alberta.

## Before You Register

[Do I need to be registered?](#)

You must complete the College's registration process to be issued a practice permit to legally work in Alberta.

[I've already been registered in another province/territory; do I follow the same process as a new grad?](#)

No. Please see the College's information on the labour mobility and equivalency registration options.

[How long do I have once I've finished my education to get registered?](#)

You have one year from the completion of your education program to apply for registration.

[Do I need to be registered to take the registration exam?](#)

No. You can complete the steps for registration based on two streams. If you want to make sure you've passed the registration exam before you pay for your practice permit, you can do so keeping in mind the requirements outlined in the question above.

[Do I need to take the registration exam before I register?](#)

No. The other stream for registration would allow you to do all the steps for registration without the examination, which would give you a provisional practice permit. This would allow you to work under supervision at your new designation and give you 18 months from the date of your registration to pass the exam. Once you pass the exam, you will need to submit the Member Registration Change form located on the home page of the member portal. After the form is reviewed you'll be moved to the general register, and you will be able to practice without supervision. Just remember, though, with this stream, your registration on the provisional register expires after 18 months if you do not pass the registration exam.

[Can I get my friend/spouse/parent to complete the application and requirements for me?](#)

No, you are applying for registration with a provincial health regulator. You are responsible for completing all requirements and declarations on your own behalf. The College will not communicate with anyone on your behalf regarding your application or your registration. Please use a private, personal email for all correspondence. Sharing an email account with spouse or parent(s) is strongly discouraged.

#### Declaration in the application form

In your application, you must declare that you understand your professional responsibilities and duties as a regulated member, which include adhering to the College's Code of Ethics and Standards of Practice. This declaration is not to be taken lightly. Make sure you fully understand both of these documents before you check that box.

#### What is the difference between the registers?

The provisional register is a register that lets you practice under supervision while you wait to complete the registration examination. Once you pass the examination and submit the Member Registration Change form in your portal, you will be moved to the general register where you can practice without supervision.

The general register is a category for practitioners who have met all the registration requirements, including passing the registration exam. On the general register you may practice without supervision.

#### Provisional practice permit/registration is valid for 18 months

You may remain on the provisional register for 18 months or until your third unsuccessful attempt at the registration examination. While you can stay on the provisional register for 18 months, when the renewal period occurs in that timeframe, you do need to renew to maintain your active registration.

#### Moving to the general register

You will move to the general register once you have submitted the Member Registration Change form in your member portal. You will be notified by email when this has been completed.

#### Practicing under supervision

Members on the provisional register may only perform restricted activities under the supervision of a regulated member either on the general register at the same designation or at a higher designation (regardless of register). Check out the Standards of Practice for more details on supervision.

**Initial Registration Checklist – General and Provisional Register**

Here is an easy checklist to make sure you've completed all requirements in the registration process:

- 1. If you don't already have an account/profile in the member portal, create an account/profile in the member portal (at the top of any page on the College's website).
- 2. Obtain personal professional liability insurance. An agency, active policy number and policy expiration date must be entered in the registration application *before submitting to the College*. This is not optional. (The cost of this will vary by provider. The Lloyd Sadd program is \$69/year.)
- 3. Through your member account/profile, complete and submit your application (including the \$100 application fee – payable to the College).
- 4. Request that your education provider send your transcript to the College. (The College only accepts transcripts sent directly from the institution. Faxes, scans and photos and transcripts submitted by applicant directly are not accepted.)
- 5. Successfully pass the Ethics and Jurisprudence Exam. The exam is available in the member portal but applicants will be emailed a resource guide. (There is a \$25 fee for this exam – payable to the College.)
- 6. Complete the mandatory Sexual Assault of and Misconduct Toward Patients – prevention training and submit your certificate of completion to the [registration@ABparamedics.com](mailto:registration@ABparamedics.com). (There is no fee for this training.)
- 7. Complete all steps of the College's issued online criminal record verification service. The College will send you an email with directions once your application is submitted. (There is a \$35 dollar fee for this record check – payable to Back Check.)
- 8. Once the College has audited and approved your application, you will need to pay your annual registration fees through your profile. You will receive an email outlining the fees owing with directions on submitting payment. (For more information on the costs of annual registration, please see the registration fees page on the College's website.)

**Deadline**

All requirements, including payment of fees must be completed within 30 days of application submission. **Incomplete applications will be closed after 30 days and you will need to start again. Your application fee will not be refunded.**

Send all inquiries to [registration@ABparamedics.com](mailto:registration@ABparamedics.com).

**Registration Examination**

If you choose to become provisionally registered, you will have 18 months from the date your provisional practice permit is issued to pass the registration examination and to be moved to the general register.

If your intent is to apply straight to the general register, you must have passed the registration examination within 12 months of completing your education program.

**Application Approved**

[You received an email that states your application has been approved, now what?](#) Once you complete the requirements for registration, to have your practice permit and registration number issued, you need to pay your annual dues. You will receive instructions by email on how to submit your payment.

[Your fees are paid and you have a practice permit](#)

You are now a regulated health professional in the province of Alberta. You may now legally work at the designation (EMR, PCP, ACP) that is stated on your practice permit.

Please make sure you understand any conditions listed on your practice permit. These conditions may limit some of the activities you are permitted to perform.

Your ongoing requirements with the Alberta College of Paramedics include, but are not limited to:

- Annual renewal
- Continuing competence requirements
- Maintaining good character and reputation
- Maintaining fitness to practice

The College provides information, reminders and updates through direct emails, the *Pulse* (a monthly e-newsletter), the website and social media.

While the College will make every attempt to communicate with you, it remains your professional obligation to seek out information to understand your requirements and to comply with all professional responsibilities. Pay attention to the emails and keep your contact information on your profile up to date to avoid missing critical information/updates.