

About Registration

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.

Commonly Asked Questions Prior to Registration

[I was previously registered with the College and I would like to regain my registration/permit. How do I do this?](#)

You will need to complete and submit the 'Returning to Practice' form on the Home page in your portal. Using this application will ensure that your previous record will be aligned with your new record. This is a requirement to send accurate records to the provincial database.

[I am currently registered in another province/territory. Do I use the 'Returning to Practice' form?](#)

Yes, you will inform us in the application of your applicant type. There are three choices: Alberta Graduate, Equivalency and Labour Mobility. There are slight differences in requirements based on applicant type and your previous College record. Staff will update you on any specific requirements upon application review.

[What is the 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 documents before you check that box.

[What is the difference between the registers?](#)

The provisional register is a registration that lets you practice under supervision while you wait to complete the College's approved 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 College's approved registration exam. On the general register you may practice without supervision.

[How long can I remain on the provisional register?](#)

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 a year, if the renewal period occurs in that year, you do need to renew to maintain your active registration. 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 Paramedics Profession Regulation (PPR) for more details on supervision.

[How do I move to the general register from the provisional register?](#)

After successfully completing the COPR exam, submit the Member Registration Change form located on the home page of your portal. Once your form is reviewed, you will be moved to the general register.

Returning to Practice Checklist – General and Provisional Register

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

- ☐ 1. Use your previous account/profile in the member portal (at the top of any page on the College's website). **Do not create a new one!** If you are having issues accessing your previous account, please contact the College.
- ☐ 2. Obtain personal professional liability insurance. An agency, active policy number and 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 Saddle program is \$69/year.)
- ☐ 3. In your member profile, complete and submit your Returning to Practice form (Including the \$100 application fee – payable to the College)
- ☐ 4. If you are requesting a change in designation as an Alberta Graduate or Equivalency applicant request that your education provider send your transcript to the College. (The College only accepts transcripts sent directly from the institution. Faxes, scans, photos, and transcripts submitted by the applicant directly are not accepted.)
- ☐ 5. Successfully pass the Return to Practice Regulatory Knowledge exam. Information and resources will be sent to you via email upon application submission. **Do not access the exam or pay (\$25 payable to the College) for the exam until College staff have contacted you and provide resources.**
- ☐ 6. If you had not done so previously you will need to complete the mandatory Sexual Assault of and Misconduct Toward Patients – prevention training and submit your certificate of completion to 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.)
- ☐ 9. Applicants returning at the same designation (i.e., EMR to EMR) will pay a \$200 reinstatement fee. Applicants returning to a higher designation or to same through the Canadian Free Trade Agreement (Labour Mobility) will not pay this fee.

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.**

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, now what?](#)

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 (an 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 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.