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APPLICATION FOR REGISTRATION

Revised and effective August 2024; originally approved September 2019

The *Health Professions Act* (HPA), Paramedics Profession Regulation and College Bylaws outline specific requirements for registration and registration renewals of practitioners.

Registration Requirements

To gain registration on the general register as a regulated member of the College, applicants must fulfill one of the following education/experience requirements:

1. Be a new graduate from an approved paramedic education program within the last 12 months.
2. Have completed the registration exam within one year of education program completion.
 - a) If over one year from education program completion but under two years of education program completion, applicant must apply for registration within three months of successfully completing the registration exam.
3. Have completed the registration exam within 18 months from issuance of registration on the provisional register.
4. Be registered in another Canadian jurisdiction (Labour Mobility).
5. Completion of the Canadian Organization of Paramedic Regulators (COPR) Paramedic equivalency assessment process (International Applicants/Substantial Equivalency).
6. Receive approval by Registrar or Registration committee.

To initiate the application, applicants must:

1. Submit an application through the College's member portal including a non-refundable fee payment of \$100 (current members \$50)

To complete the registration, applicants must:

1. Submit a Criminal Record check conducted by the College's selected third-party service provider (current members exempt)
2. Provide proof of liability insurance (that meets the College's required coverage outlined in the Bylaws)
3. Successfully pass the College's approved registration examination/complete additional training/upgrading OR meet the education/experience requirements approved by the Registrar or Registration committee (applies to recent graduate or substantial equivalency applicants only)
4. Submit to additional criteria as determined by the Registrar dependent on the applicant's history with other jurisdictions and/or criminal justice system
5. Initial members pay the prorated annual fee for their practice permit, as determined by the issue date of the permit

Criminal History or Issues in another Jurisdiction

If an applicant is determined to have a criminal conviction or pending criminal charges that are considered adequate and sufficient grounds to suspend the application process, the application may be suspended until such time as a decision is determined by the court. The Registrar reserves the right to consider a criminal conviction and/or pending criminal charges in the course of establishing an applicant's eligibility for registration.

If an applicant is found to have left another regulated jurisdiction not in good standing, the Registrar reserves the right to consider the applicant's professional conduct in another jurisdiction in establishing the applicant's eligibility for registration.

Fees and Dues

All successful applicants will be required to pay annual fees, costs, assessments and levies.

Practice permit dues will be prorated based on the date of licensure:

		Annual fees
October 1 to December 31	100% of annual fee	\$470.00
January 1 to March 31	75% of annual fee	\$352.50
April 1 to June 30	50% of annual fee	\$235
July 1 to September 30	25% of annual fee	\$117.50

Considering Applications

On considering a complete application for registration in Alberta, as per the HPA section 30(1), the Registrar may:

- a) approve the application
- b) defer registration if, in the opinion of the Registrar, it is in the best interest of the public to defer the registration of the applicant until the applicant complies with conditions imposed by the Registrar
- c) refuse the application for registration

Decision Appeal

The applicant may, within 30 days of advisement of the status of their application, appeal to Council in writing for a review of the decision of the Registrar. The appeal must set out the reasons why the application should be approved with or without conditions (HPA, section 41.1).

Application Expiry

An application for registration will be valid for 30 days from the date of receipt. After 30 days, a new application must be submitted. All fees paid for expired applications are non-refundable.

MEMBERSHIP WITH THE COLLEGE

Effective August 2023; Originally approved November 2019

Provisional Register

This register is for new graduates of an approved program and some substantial equivalency applicants.

An applicant who has not yet completed either the Provincial Registration examination, or additional training or upgrading, as part of the application to the general register, is granted provisional registration until such time as the requirement is met.

Provisionally registered members may practice under appropriate supervision as specified in the Standards of Practice, section 4.1.1.

The provisional register is a temporary register granted for an 18-month period. The provisional register cannot be extended past 18 consecutive months.

General Register

The general register is for regulated members who have met all registration/renewal requirements. Regulated members on the general register may practice without supervision.

COMMUNICATION WITH THE COLLEGE

Effective September 2024

To ensure the privacy and confidentiality of personal information, the College will only communicate with the applicant or regulated member about their personal practice or concerns. The College cannot communicate with a third party on behalf of a regulated member or applicant.

ENGLISH LANGUAGE PROFICIENCY

Effective October 2019; Revised September 2019, September 2018, September 2017, originally approved November 2012

All applicants must be fluent in English and may be required to demonstrate proficiency in English as a condition of registration with the College.¹

When an applicant must demonstrate proficiency in English, applicants must submit to the academic version of the International English Language Testing System (IELTS). Applicants are responsible for all scheduling and attending costs. The minimum score requirements for each section are:

Listening	6.5
Reading	6
Writing	6
Speaking	6
Overall	6

The testing organization will provide the applicant with test scores. Results must be provided to the College within six months of date of issue. The Registrar will formally approve an applicant based on acceptable scores.

¹ Schedule 7, Article 705 of the Canadian Free Trade Agreement

ANNUAL MEMBERSHIP RENEWAL

Revised and effective August 2024; Originally approved September 2019

The HPA requires all members to renew their practice permit annually. The following renewal obligations must be met by 4 pm on September 30 of each year to consider the renewal process complete:

1. Achieve and record all Continuing Competence requirements
2. Completion of online renewal application form
3. Payment of annual membership fees
4. Payment of any outstanding fees/dues

Additional renewal requirements (for example Criminal Record Report) may be required based on a regulated member's personal circumstances. This will be provided in writing to the member and will become a requirement of their annual renewal.

Annual Renewal Practice Permit Fees

Members are required to pay all fees, costs, assessments and levies as established for the membership year. All members applying for renewal of their practice permit are required to pay annual fees, payable no later than 4 pm on September 30.

Fees

The fees for a membership year are \$470.

Incomplete/late Renewals

Members who have not completed and recorded the continuing competence (CC) credit requirements, submitted the renewal application form and made payment of all fees, costs, assessments and levies, by 4 pm on September 30 will have their practice permit suspended on October 1. Members who are suspended will receive a notice of cancellation that indicates their practice permit will be cancelled 30 days from the date of the notice.

Incomplete/late renewals that are completed after 4 pm on September 30 but before the cancellation date will be assessed a \$175 late fee.

Renewal Reviews

If the Registrar or the registration committee suspects the renewal application or elements of the application are fraudulent, or should be subject to third-party assessment under section 118 of the HPA, the Registrar or the Registration Committee may bring the information to the attention of the College's Complaints Director.

REGISTRATION AND PRACTICE PERMIT REINSTATEMENT

Revised and Effective August 2023; Originally approved September 2019

Following Cancellation

A regulated member whose practice permit is cancelled under the HPA, except if cancelled under Part 4 of the HPA, may apply for their practice permit to be reinstated as per HPA section 45, the College Bylaws and this policy.

Members who apply for reinstatement must:

- submit a completed application for reinstatement
- pay a non-refundable \$100 application fee
- pay a non-refundable \$200 reinstatement fee
- pay the practice permit dues (amount determined based on when the permit is issued and on a pro-rated schedule)
- clear all outstanding obligations required by the Registrar/College
- comply with any/all disciplinary orders
- submit any other requirements deemed necessary and requested by the Registrar/College

Members who have not been registered with the College for longer than two years may have additional training requirements prior to approval.

Review of Reinstatement Requests

The Registrar or at the Registrar's discretion, the Registration Committee, shall consider an application for reinstatement and must:

- Approve the application; or
- Defer approval of the application until the applicant has successfully completed any requirements prescribed by the Registrar or the Registration Committee; or
- Refuse the application.

If the Registrar or the Registration Committee approves, refuses, or defers an application for reinstatement of a regulated member's practice permit, the Registrar or the Registration Committee must advise the applicant of the decision at the applicant's last known address and provide reasons for the decision.

Practice Permit cancelled under HPA section 45

Members whose practice permits have been cancelled due to a finding of unprofessional conduct related to sexual abuse involving a patient may never apply for, nor receive, reinstatement.

LEAVING PRACTICE: NON-RENEWAL, VOLUNTARY CANCELLATION

Effective October 2019; Originally approved September 2019

Declaration of Non-renewal (during the renewal period)

Members who do not wish to renew their practice permit for the upcoming year are required to complete the Declaration of Non-Renewal form to indicate their intentions to the College by September 30. This will allow the member to stop practice in good standing and stop all further notices from the College that relate to practice.

If a member does not complete the declaration, they will be assigned a late fee and have their practice permit suspended on the first day of the new membership year. If the member does not reactivate their permit within the reactivation time frame (30 days), the practice permit will be cancelled as of November 1.

A member who wishes to return to practice may do so by completing the reinstatement process and all of the requirements set out in these policies.

Voluntary Cancellation

Members who wish to leave practice in Alberta permanently may request to have their practice permit cancelled immediately by completing the Voluntary Cancellation of Practice Permit form. A member who requests cancellation of their practice permit may return to practice in Alberta by completing the reinstatement process and all of the requirements set out in these policies.

CHANGES TO REGISTERS AND RECORDS

Revised and effective August 2020; Originally approved September 2019

Subject to the HPA and the Paramedics Profession Regulation, no information recorded on any Register may be changed or added to except in accordance with the direction of the Registrar.

No name shall be removed from the general, provisional or courtesy registers except in accordance with:

- an order of the Complaint Review Committee, Hearing Tribunal, the Council or a court;
- a direction of the Registrar or the Registration Committee under the HPA;
- a direction of the Registrar following failure to comply with a notice under the HPA;
- a direction of the Registration Committee or Competence Committee, when a person fails or refuses to comply with the conditions of renewal for a practice permit; and
- a direction of the Registrar when the Registrar is satisfied that a regulated member has died.

Voluntary Demotion

A regulated member may request to change their designation to a previous designation upon written request.

For example, an ACP may request to demote their registration to PCP or EMR. And a PCP may request to demote their registration to EMR.