

## 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.

Here are some tips and a checklist to help you as you progress through the registration process.

## Before You Register

### Do I need to be registered?

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

### What type of applicant am I?

On your application, you will select the following option from the three types of applicants:

#### Eligible to apply as a Substantial Equivalent applicant

- Have practiced or are practicing in NT, YT, or NU.
- Applicants who have completed their education in Ontario and are applying for PCP or ACP registration with the College are required to have either successfully completed the COPR registration exam at the requested designation or provide validation of employment within the Base Hospital system. Practice conditions may be added to their permit/registration based upon the education and competency review conducted by the College upon application.
  - EMR certification in Ontario is not transferable to Alberta for registration purposes. College approved EMR programs in Alberta are listed on our website here.
- Have completed PCP or ACP education in another province and successfully completed the COPR registration exam or the NB entry to practice provincial exam but are not regulated at that level (EMR education not eligible).

### What type of registration do I need?

The College will determine if you are eligible for general registration based on the information provided on your application and additional information as requested.

### Are there different registration forms for the substantial equivalency applicants?

No, all applicants fill out the same initial registration form found in the member portal.

### 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 checking that box.

### Registration Checklist

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

- 1. Create an account/profile in the member portal. You can access the member portal at the top of any page on the College's website. (Please do not create more than one account/profile.)
- 2. Obtain personal professional liability insurance that meets the College's requirements. If you need help with this, check out the liability insurance page on the College's website. An agency, policy number and policy expiration date must be entered in the registration application.
- 3. Through your member account/profile, complete and submit your registration application selecting *substantial equivalency* as the applicant type (including the \$100 application fee – payable to the College). When your application has been submitted and reviewed, College staff will send you emails outlining your specific requirements.
- 4. 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.
- 5. Complete the Ethics and Jurisprudence Exam (legislation and regulations overseeing paramedicine in AB). The exam is available in the member portal and applicants will be emailed a resource guide. (There is a \$25 fee for this exam)
- 6. Complete the mandatory Sexual Assault of and Misconduct Toward Patients (SAMT) prevention training. (There is no fee for this training.) More info on accessing this course will be sent to you.

Once the College has approved your completed application, you will need to pay your annual 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.)

Send all inquiries to [registration@ABparamedics.com](mailto:registration@ABparamedics.com). Please do not send emails to multiple addresses at the College if you have a question. This will **not** result in quicker responses and may delay your application.

All requirements, including payment of fees, need to be completed within 30 days of application submission. There is leeway for international applicants if needed. **Incomplete applications will be deleted after 30 days, and you will need to start again. Your application fee will not be refunded.**

## Reminders

### Incomplete applications

You have 30 days from the day you submit your application form to complete the full registration process, including the payment of your annual fees. In progress applications will be deleted after seven days and you will need to start again. Your application fee will not be refunded.

### A friend/spouse/parent cannot complete the application and requirements for you

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. You are required to use a private, personal email for all correspondence. Sharing an email account with spouse or parent(s) is strongly discouraged.

## Application Approved and fees paid

### 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 (PCP, ACP) 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:

- Valid PLI on record
- Annual renewal fee and submission of practice permit renewal application
- 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 source information to fully 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.