

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 one of three types of applicants:

1. **Alberta Graduate**, you have just completed your education and have not worked in Alberta or another province
2. **Labour Mobility**, you are registered in another regulated province in Canada
 - a. **Applicants applying through Labour Mobility from BC:** Current BC EMR licenses with EMA FR restrictions do not 'transfer' to an EMR in Alberta. Applicants must complete BC scope expansion training prior to applying in Alberta.
 - b. **Emergency Medical Responders (EMRs)**, applying for registration in Alberta may be required to obtain additional training to meet the province's EMR education standards.
 - i. This training ensures that EMRs are equipped to protect the public by providing safe and effective care in line with Alberta's regulations, reducing the risk of harm and supporting the integrity of the paramedic profession in Alberta.
 - ii. The requirements, that are included in all Alberta EMR education programs are:
 1. Confirmation of a professional driving course (equivalent programs as well as employer provided training will be considered by College staff)
 2. Current International Trauma Life Support (ITLS) basic certification
3. **Substantial Equivalency**, you are an international practitioner, a PCP or ACP practitioner from an un-regulated Canadian province or have completed a PCP or ACP program outside of Alberta in the last 12 months

What type of registration do I need?

The College will determine if you are eligible for provisional or general registration based on the applicant type you select on your application form.

Are there different registration forms for the different 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 of these documents before you check that box.

Initial Registration Checklist

Here is an easy checklist to make sure you've completed all steps 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. Through your member account/profile, complete and submit your Application (Apply for Permit (Including the \$100 application fee – payable to the College)
- ☐ 3. Obtain personal professional liability insurance. An agency, policy number and policy expiration date must be entered in the registration application. This is not optional. (The cost of this will vary by provider. The Lloyd Sadd program is \$69/year.)
- ☐ 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. (There is a \$35 dollar fee for this record check – payable to Back Check.)
- ☐ 5. Send the Verification of Registration to any/all other current regulatory body that you hold registration with or from which you are in the process of obtaining registration. (A link to this form is found in the application.)
- ☐ 6. 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.)
- ☐ 7. Complete the mandatory Sexual Assault of and Misconduct Toward Patients – prevention training and submit your certificate of completion to the registration@ABparamedics.com. (There is no fee for this training.)
- ☐ 8. Once the College has audited and approved your 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. 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 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.**

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. Your initial 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. Please use a private, personal email for all correspondence. Sharing an email account with spouse or parent(s) is strongly discouraged.

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 the 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.