

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:

1. **Substantial Equivalency**, you are an international practitioner who has received education in another country. You may or may not have an employment history. There are currency requirements in Alberta and your education.

International applicants **MUST** complete the COPR Assessment process prior to application submission.

The College uses the Canadian Organization of Paramedic Regulators (COPR) to assess the credentials of international applicants before the College can consider international applicants for provincial registration. COPR will assess both the Primary Care Paramedic and Advanced Care Paramedic levels.

Please note the COPR assessment must be completed prior to beginning the registration process with the College.

Visit <https://www.copr.ca/assessment-of-international-applicants/> for more information and to complete the COPR Assessment of International Applicants Process.

What type of registration do I need?

The College will determine if you are eligible for provisional or general registration based on the COPR assessment and the College's review.

[Are there different registration forms for the international applicants?](#)

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

[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 provincial registration examination. While you hold a provisional registration, you can practice under the supervision of someone on the general register who holds the same or higher designation.

Once you pass the examination, you'll be moved to the general register where you can practice without supervision. (You'll need to pass the examination before you can be moved from provisional to the general register.)

[Provisional registration is valid for 18 months](#)

Provisional registration is valid for 18 months from the date of issue or your third unsuccessful attempt at the provincial registration examination, whichever comes first.

[Moving to the general register from provisional](#)

Your registration 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.

[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.

[Practicing under supervision](#)

Members on the provisional register may only perform restricted activities under the supervision of a regulated member on the general register at the same or higher designation. Check out the Restricted Activities Standard of Practice (located on the website) for more details on supervision.

Registration Checklist

Here is an easy checklist to make sure you've 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. 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).
- 4. Complete all steps of the College's issued online criminal record verification service IF you are a resident of Canada. The College will send you an email with directions once your application is submitted. If you do not have a Canadian address this will be waived and an option provided.
- 5. Complete the Ethics and Jurisprudence Exam (legislation and regulations overseeing paramedicine in AB). 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. (There is no fee for this training.) More info on accessing this course will be sent to you.

Upon completion of the COPR assessment and registration application requirement, your application will be referred to the Registration Committee/Registrar for review.

Once the College has reviewed 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 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. 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 from College staff 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 (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 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 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.