



ALBERTA COLLEGE OF PARAMEDICS

Paramedic Employer Resource

A Practical Guide for Employers

*Supporting employers in maintaining safe, competent and registered paramedic
practice across Alberta*

Effective: September 2026

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Paramedics practice in many different environments across Alberta including ground ambulance, air medical services, industrial and occupational settings, fire services, healthcare facilities, education, administration and other specialized roles. Regardless of the practice setting, employers play an important role in supporting paramedics to practice safely, within their scope and in accordance with the requirements of the Alberta College of Paramedics. This resource provides employers with practical information about **registration, practice permits, renewal, verification, scope of practice, professional conduct, continuing competence and employer reporting.**

1. IS YOUR PARAMEDIC EMPLOYEE REGISTERED?

Before a Paramedic Begins Working

Paramedics must be registered with the Alberta College of Paramedics (College) and hold an **active practice permit** to legally practice in Alberta.

The College regulates three designations:

- **Emergency Medical Responder (EMR)**
- **Primary Care Paramedic (PCP)**
- **Advanced Care Paramedic (ACP)**

The College's role is to ensure paramedics meet registration requirements before they practice in Alberta.

Employer Checklist

Before allowing a paramedic to practice, employers should:

- ☐ Confirm the individual's identity and registration number (R0)
- ☐ Confirm their current practice permit is active
- ☐ Confirm their designation
- ☐ Review any conditions or endorsements on their registration
- ☐ Review any publicly available discipline information
- ☐ Confirm the individual is authorized to perform the duties required in your practice setting

Where to Check

The College's [Verify a Member](#) public registry is a tool available to the public. You can locate it on the top bar of the College website. It provides all publicly available registration information.



Please note: If you cannot locate an employee on the Verify a Member registry, please contact the College for further assistance.

2. DON'T JUST CHECK ONCE - VERIFY THROUGHOUT EMPLOYMENT

Registration status can change at any time.

Employers should have a process for checking the registration status of their paramedics **on an ongoing basis**, rather than relying solely on the information reviewed at hiring.

The Employer Directory

The College's **Employer Directory** provides employers with secure access to registration information for their employees and is updated in real time. It contains the same information available through Verify a Member, including:

- Registration number
- Current and future practice permit expiry dates
- Register type
- Designation
- Conditions
- Endorsements
- Discipline information
- Registration history, where available

If your organization employs multiple paramedics, consider requesting access to the **Employer Directory**. You can email info@abparamedics.com to request this access.

The directory allows employers to view their employees' registration information and includes an export function for employer records.

[Learn about the Employer Directory](#)

Important: The Employer Directory relies on members reporting their employment information to the College. If a paramedic has not identified your organization as an employer, they may not appear in your directory. You may want to consider requiring all new employees update their College profile as a mandatory step during the onboarding process. The College does not mandate registrants to update their employer.

3. UNDERSTAND WHAT THE REGISTRATION INFORMATION MEANS

When reviewing a paramedic's College registration, employers may see information such as:

- **Register**
 - A paramedic will be registered on one of the College's two registers:
 - **General Register:** A regulated member who has met the applicable registration requirements and can practice without supervision.

- **Provisional Register:** An optional temporary register for individuals who have not yet completed the registration examination and who must practice under appropriate supervision.
- **Conditions**
 - A condition may be placed on a paramedic's permit. It outlines a specific requirement or limitation on a paramedic's practice.
 - *Employers should review conditions carefully before assigning duties.*
- **Endorsements**
 - An endorsement may be placed on a paramedic's permit. It identifies additional authorization associated with a paramedic's practice.
- **Discipline**
 - Discipline information may appear on a paramedic's permit if applicable.

4. HIRING NEW GRADUATES OR INTERNATIONALLY EDUCATED PARAMEDICS?

The College has specific registration pathways for different applicant groups.

Employers should not assume that completion of a paramedicine program automatically means an individual can begin practicing.

Applicants may have different registration requirements depending on their pathway.

Common Pathways Include:

- Alberta graduates
- Labour mobility applicants
- International applicants
- Substantial equivalency applicants
- Applicants seeking provisional registration

[Registration Information for Applicants](#)

Employer Tip

If someone is waiting for registration, **confirm their actual College registration status before allowing them to practice as a regulated paramedic.**

5. EDUCATION AND HIRING

The College maintains a list of **approved paramedicine education programs in Alberta.**

Approved programs must meet the education standards established by the College and teach the requirements established for the applicable designation.

This can be particularly useful for employers involved in:

- recruitment;
- student placements;
- preceptorship;
- practicum opportunities;
- workforce planning; and
- supporting employees returning to education.

[Approved Paramedicine Education Programs](#)

6. REGISTRATION IS NOT THE SAME AS YOUR EMPLOYER'S SCOPE OF PRACTICE

A paramedic's designation does **not automatically mean that they will perform every activity within that designation in every workplace.**

The College recognizes that employers may establish policies and limitations within their practice environments.

Paramedics must:

- practice within their College-authorized scope;
- practice within their competence;
- follow the College's Standards of Practice and Code of Ethics; and
- follow applicable employer policies and terms of employment.

What this Means for Employers

An employer may establish workplace-specific expectations, protocols, policies or limitations.

For example, an ACP may not necessarily perform every activity associated with ACP practice in every employment setting.

Please Note: The employer determines workplace policies and processes, while the College set requirements for a paramedics practice. Employers can opt to limit the scope of a paramedics practice, but **employers cannot establish policies or protocols that exceed scope of practice.**

7. DIFFERENT WORKPLACES, SAME PROFESSIONAL OBLIGATIONS

Paramedics work in very different environments.

This may include:

- **Ground EMS**
 - Ambulance services, municipal services and contracted emergency medical services.
- **Industrial & occupational**
 - Oil and gas, construction, mining, forestry, manufacturing, work camps, and occupational health clinics.

- **Air medical**
 - Air ambulance, aeromedical transport, and flight-based practice.
- **Healthcare environments**
 - Hospitals, clinics, patient transport, and other healthcare settings.
- **Fire and municipal services**
 - Paramedics working within integrated emergency response environments.
- **Education**
 - Paramedics working as educators, instructors, preceptors, or in academic settings.
- **Administration and non-traditional roles**
 - Leadership, management, quality improvement, clinical operations, education, research, policy, and other roles.

The regulatory expectations continue to apply regardless of where the paramedic works.

The College's [Standards of Practice](#) and [Code of Ethics](#) provide the foundation for professional practice across these environments.

8. MAKE SURE YOUR TEAM UNDERSTANDS “SCOPE OF PRACTICE”

Not every restricted activity is authorized for every designation.

The College specifically notes that restricted activities are not granted to all designations and that practitioners must understand their applicable scope of practice.

Employers should consider:

- Does the paramedic have the appropriate designation?
- Is the activity authorized for that designation?
- Is the paramedic competent to perform the activity?
- Is the activity clinically relevant to the situation?
- Does the employer allow the activity within this practice setting?
- Are there additional employer policies, protocols or medical oversight requirements?

Helpful Resource

The College's [Practice Guidelines](#) provide additional information about specific clinical activities, including dispensing, vaccine administration, labour and delivery and documentation.

9. PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is a **registration requirement for regulated paramedics**.

All paramedics register with the College must maintain appropriate professional liability insurance as a condition of registration and ongoing active practice.

Employers should know:

- An employer providing organizational insurance does **not replace the College's requirement for the individual to maintain their own professional liability insurance.**
- The College requires members to keep their insurance information current in their member portal.

Why this Matters to Employers

An expired insurance policy can result in a paramedic's practice permit being suspended. The College states that this status is visible through Verify a Member and employers are notified of practice permit status changes through the Employer Directory.

[The Importance of Professional Liability Insurance](#)**10. RENEWAL: MARK YOUR CALENDAR!**

Annual renewal happens August 1 – September 30 every year.

The College's annual renewal period runs from **August 1 to September 30**, with the renewal deadline at **4 pm on September 30**.

For employers, this is an important time to ensure your paramedic workforce remains appropriately registered.

Encourage employees to:

- ☐ Review and update their portal profile
- ☐ Ensure their liability insurance information is current
- ☐ Complete their Continuing Competence requirements
- ☐ Submit their renewal application
- ☐ Pay their applicable fees
- ☐ Respond to any additional College requirements
- ☐ Complete all these steps **before the deadline (4pm on September 30)**

Incomplete renewals, including not paying the registration fee, will result in suspension of the practice permit beginning October 1.

Employer Tip

Don't wait until October to discover that someone hasn't renewed.

Use the Employer Directory during renewal season to monitor your organization's registration status.

11. CONTINUING COMPETENCE: PROFESSIONAL LEARNING DOESN'T STOP AFTER GRADUATION

Registration is not simply about maintaining a permit.

Paramedics are required to participate in the College's **Continuing Competence (CC) program**.

The CC program supports ongoing learning and professional development throughout a paramedic's career.

Employers can support CC by:

- Providing opportunities for professional development
- Supporting education and training
- Encouraging employees to maintain their College requirements
- Identifying workplace learning opportunities
- Supporting staff participation in relevant education

The College also provides free CC opportunities through its Learning Management System (LMS).

[Continuing Competence Resources](#)

12. STUDENT PLACEMENTS AND PRECEPTORS

Employers and paramedics may participate in the education of future paramedics through clinical placements and preceptorship.

If your organization provides student experiences, consider having clear processes for:

- ☐ Student supervision
- ☐ Preceptor selection
- ☐ Student scope and responsibilities
- ☐ Documentation
- ☐ Feedback and evaluation
- ☐ Escalation of concerns
- ☐ Patient safety
- ☐ Confidentiality and professionalism

The College's approved-program information also provides a mechanism for students, educators, employers and preceptors to raise concerns about the **quality or delivery of an approved paramedicine education program**.

13. PROFESSIONAL CONDUCT: WHEN SHOULD AN EMPLOYER CONTACT THE COLLEGE?

This is one of the most important sections of this resource.

Employers have a mandatory duty to report certain conduct concerns.

The College states that employers have a **mandatory duty to report unprofessional conduct of practitioners in their employment.**

Employer Reporting Details and Requirements

If an employer terminates, suspends or a paramedic employee resigns as a result of unprofessional conduct, the employer must provide timely written notice to the College using the [Complaint Form for Employers](#).

This is separate from normal workplace management.

Not every workplace performance issue is necessarily a regulatory matter.

For example, an employee failing to wear an ID badge or not meeting employer-specified response times would not qualify as unprofessional conduct.

Think about two pathways:

Workplace issue

→ Address through employer policies, supervision, performance management or other internal processes.

Potential professional conduct issue

→ Consider whether the matter meets the College's reporting requirements.

Examples of Concerns That May Require Reporting

Employers should be particularly alert to conduct involving:

- Patient safety
- Impairment
- Significant breaches of professional boundaries
- Falsification or dishonesty
- Serious documentation concerns
- Unsafe practice
- Sexual misconduct
- Conduct that places patients or the public at risk

Reporting Conduct to the College

The College has a specific [Complaint Form for Employers](#).

Employers can use this form to report matters involving:

- Unprofessional conduct
- Termination
- Fitness to practice
- Resignation
- Suspension

The College asks employers to provide as much detail as possible and, where applicable, attach the relevant termination, suspension or resignation letter.

Important

The employer complaint process is different from:

- **Public complaint** → for patients/members of the public
- **Self-report** → for paramedics reporting themselves

Not Sure If Something Should Be Reported?

When in doubt, contact the College.

The College can provide information about the regulatory process and whether a concern should be directed through the complaints process.

Alberta College of Paramedics

201–1003 Ellwood Road SW
Edmonton, AB T6X 0B3

780-449-3114

1-877-351-2267

info@ABparamedics.com

Office hours: Monday–Friday, 8 a.m.–4 p.m.

[Contact the Alberta College of Paramedics](#)

14. STANDARDS AND CODE: YOUR GO-TO REFERENCE

Employers don't need to memorize the College's Standards of Practice or Code of Ethics, but **employers should know where to find them.**

The Standards establish expectations for professional behaviour, while the Code of Ethics outlines the ethical commitments expected of Alberta paramedics.

These resources can help employers develop:

- Workplace policies
- Orientation materials
- Quality assurance processes
- Performance expectations
- Professional development
- Preceptor resources
- Conduct processes
- Clinical governance frameworks

[Standards of Practice & Code of Ethics](#)

15. EMPLOYER COMPLIANCE CHECKLIST

Employer Quick Check

When Hiring

- ☐ Verify the employee is a registered paramedic through **Verify a Member**
- ☐ Confirm designation
- ☐ Confirm active practice permit
- ☐ Review conditions and endorsements
- ☐ Review discipline information where applicable
- ☐ Confirm the individual's role is appropriate for their registration and your workplace

Throughout Employment

- ☐ Maintain accurate employee records
- ☐ Encourage employees to keep their employment information current by updating their information in the member portal
- ☐ Monitor registration status
- ☐ Support continuing competence
- ☐ Ensure workplace policies are clear
- ☐ Ensure staff understand their workplace scope and expectations
- ☐ Address concerns promptly

During Renewal

- ☐ Remind employees annual renewal begins August 1 and ends September 30 at 4pm
- ☐ Encourage early renewal
- ☐ Monitor employee status through the Employer Directory
- ☐ Confirm staff remain eligible to practice

When Concerns Arise

- ☐ Address routine workplace performance issues through appropriate employer processes
- ☐ Consider whether the concern may constitute unprofessional conduct
- ☐ Understand your mandatory reporting obligations
- ☐ Contact the College if you are unsure
- ☐ Submit an Employer Complaint when required

16. EMPLOYER RESOURCES AT A GLANCE

What do you need?	College resource
Check a paramedic's registration	Verify a Member
Monitor your organization's employees	Employer Directory
Understand registration	Registration Information
Check approved education programs	Approved Programs
Understand scopes and clinical expectations	Practice Guidelines
Review professional expectations	Standards & Code
Find continuing competence information	Continuing Competence
Understand renewal	Renewal Information
Report employer concerns	Employer Complaint Form
Understand Duty to Report	Duty to Report
Professional liability insurance	Professional Liability Insurance
Contact the College	Contact the College