



Policy Name:	Renewal Of Registration Requirements
Policy Category:	Registration
Developed by:	Registration Committee
Approved by:	NLCHP Council
Approval date:	April 26, 2023
Review:	Every three years

Overview:

The *Health Professions Act* (the Act) Section 19 identifies the Newfoundland and Labrador Council of Health Professionals (NLCHP) responsibility with respect to registration of health professionals designated in the Schedule under the Act.

The main types of registration renewal categories are:

General Status

Non - Practicing Status

General Status (Temporary): Except for Dental Hygiene

The Regulations of each health professional group outline specific categories for the purposes of registration of members. The Registration Committee of the NLCHP may attach conditions or restrictions to a renewal that the registration committee considers appropriate, and thus registrants may also be renewed as General Status (Restricted)

All renewal categories require membership with a designated health professional College as per Section 28.4 of the Act.



The Act also establishes an appeal process for registration. Section 18 of the HPA stipulates that applicants who fail to renew their registration prior to the expiration of their current registration are not permitted to practice in the province and will be removed from the register.

Policy:

Registration information including renewal information, application deadlines and information on how to complete an online application for renewal will be posted on the Council's web site www.nlchp.ca.

Registrants are required to apply for renewal using the NLCHP online registration portal including uploading documents required as part of the renewal process.

Registrants will be notified 60 days in advance of the expiration of their registration.

Registration deadlines will be 30 days in advance of the year in which the renewal of registration is being requested.

Applications for registration renewal received after the deadline will be subject to a late payment fee. The NLCHP has instituted an administrative deadline of March 1st every year for the receipt of license renewal applications and fees. Registrants who fail to complete the online renewal and pay the applicable fees by midnight on March 1st will be subject to an administrative late fee of \$50.00.

Registrants who fail to complete the online renewal application and pay the applicable fees by midnight on March 31st will be considered inactive and will be subject to a reinstatement fee of \$60.00, in addition to the administrative late fee of \$50. In addition, after three months of inactive status, these registrants will be required to meet initial registration requirements to change to an active registration category including providing a new criminal record and vulnerable sector check.

Documentation of participation in continuing education and professional development programs required as part of the renewal of an applicant's registration will be entered into the online registration portal.



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Registrants who do not wish to renew their registration should refer to NLCHP's Change of Status Policy.

Registrants who provide information through the renewal process that has been investigated and deemed to be false, will be subject to review under the discipline process of the Act.

References

Health Professions Act

<http://www.assembly.nl.ca/legislation/sr/statutes/h01-02.htm>

Original Policy:

June 25, 2013

Revised:

March 11, 2014, June 19, 2019, December 9, 2020, April 2023