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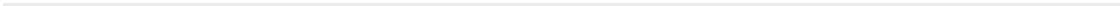


NLCHP | NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS

Making Regulatory Connections



***Your regulatory newsletter from the Newfoundland and Labrador
Council of Health Professionals (NLCHP)***



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Seasons Greetings

Wishing you and your families all the joys of the season and success through the coming year.

NLCHP Staff
Alice, Janine and Lori



NLCHP Council Members

The NLCHP would like to advise that Allison Robbins has joined the Council as Vice Chair of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLPNL). We would like to thank outgoing council member, Sandy Crowley, for her time and expertise over the last two years she has participated on the NLCHP Council.

NLCHP Council Members:

Colin Power: NLCHP Council Chair

Kenny Clarke- [College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador](#)

Judy Davidson and Allison Robbins- [College of Audiologist and Speech-Language Pathologists Newfoundland and Labrador](#)

Katherine Peddle - [Newfoundland and Labrador College of Dental Hygienists Inc](#)

Cheryl Bailey- [Newfoundland and Labrador College of Respiratory Therapists](#)

Colin Power- [Newfoundland and Labrador College of Medical Laboratory Sciences](#)

Sarah Harnum- [College of Midwives Newfoundland and Labrador](#)

Public Representatives: Gladys Dunne, Joshua Fisher, William Jeffery, and Debbie Brake-Patten.

Staff:

CEO/Registrar: Alice Kennedy

Deputy Registrar: Janine O'Malley

Administrative Assistant: Lori Newhook

[Hours of Operation for the Holiday Season](#)

NLCHP Hours of Operation: December 23, 2022 - January 2, 2023)

Friday, December 23rd- 8:30am-12:00pm

Monday, December 26th- Closed

Tuesday, December 27th-Closed

Wednesday, December 28th- 8:30am-4:30pm

Thursday, December 29th- 8:30am-4:30pm

Friday, December 30th - 8:30am-12:00pm

Monday, January 2nd- Closed

Tuesday, January 3rd- Return to normal working hours.

Please note that NLCHP staff are working remotely during the holiday hours of operation.
Please contact us via email, secretary@nlchp.ca to ensure a timely response to your

questions or concerns.

Visits to the NLCHP are by appointment only. Please contact the NLCHP office at 745-7304 should it be necessary for you to meet with NLCHP staff.

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NLCHP Policy Updates and Health Profession Notices

Please review the NLCHP policy, [Unauthorized Practice](#) (formerly known as Practicing without Valid Registration) approved by Council and visit the NLCHP website for more information about registration policies.

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Registration Reminders

PLI Expiry - Registered Dental Hygienist, Medical Laboratory Technologists, Laboratory Health Professionals and Registered Midwives

Registrants whose Professional Liability Insurance (PLI) expires on December 31, 2022 and who have not submitted their updated certificates are reminded to do so immediately. Submissions received after December 22, 2022 will not be processed until January 3, 2023.

CE Portal 2022

Registrants are reminded that it is mandatory to upload documentation for their CE credits/hours for the 2022 Calendar Year (January 1 to December 31, 2022) .You are required to sign into the CE portal before December 31, 2022 in order to ensure that the system creates your 2022 portfolio. If you do not sign into the CE Portal by December 31, 2022, you will not have the ability to upload your CE information for 2022 after December 31, 2022. Once you have initially signed into the CE portal, you will be able to access your 2022 CE Portfolio until March 31, 2023. Click [HERE](#) to

login into your member portal.

This year your renewal application will not be processed until your CE documentation has been uploaded in the portal.

Upcoming Registration Renewal

The NLCHP online registration will open on February 1, 2023, for the registration year April 1, 2023, to March 31, 2024.

Registration Reminders

- The [Renewal User Guide](#) with step-by-step instructions is available on our website, www.nlchp.ca. Please look for the RENEWAL 2023 menu tab to find all the Information you will need. Please use the guide to assist you with your renewal.
- You are required to use the primary e-mail address you previously provided to the NLCHP to sign into your online account. Please contact the NLCHP Staff at (709) 745-7304 if you cannot remember which e-mail address you have on file.
- Please remember the two factor authentication security questions you are required to answer are case sensitive. After three attempts with incorrect answers your account will be locked, and you will have to contact the NLCHP Staff at 745-7304 to have your account reset.
- Confirm /update current [employment information](#) with worksite location, department and address.
- [Practice hours](#) and verification of those hours from every employer that does not provide this information directly to NLCHP. Self employed registrants are required to have practice hours documentation verified by an independent third party. The independent third party could be an account manager, office manager, tax specialist or auditor. See [Employment Documentation Policy](#). To further assist registrants, NLCHP has developed a template that you may chose to use: [Statement of Practice Hours](#).
- Information on any other active registrations you hold in your profession. Non-practicing status is also considered an active registration category. If you have a current registration or in the previous 12 months have an active registration in another jurisdiction, you are required to provide a [Letter of Good Standing](#). Note: You are required to have a letter of good standing sent directly to NLCHP before your renewal can be approved.

- ◆ [Professional Liability Insurance information \(PLI\)](#). If your current PLI policy expires on or before April 15, 2023, you will be required to upload a copy of your updated PLI policy certificate which includes dates and amount of coverage.
- ◆ If your profession requires that you maintain mandatory certifications such as CPR, you will need to provide current proof of completion if the certification expires on or before April 15, 2023.
- ◆ Late fees will apply to applications submitted on or after 12:00 pm. March 1, 2023. Be sure to renew online before that date. Late fees may also apply to incomplete applications. The Fee Schedule for 2023-2024 is available [HERE](#).
- ◆ If you are not intending to renew your registration at this time, you must complete the [Change of Status Request](#) form and forward it to the NLCHP office.
- ◆ Registrants are reminded to ensure they review their College policies to ensure they are aware of their CE requirements and also what documentation is required as proof of completion. Links to the College websites can be found on the NLCHP website: <https://nlchp.ca/colleges/>
- ◆ When submitting CE documentation, please ensure only your name is included on attendance lists. Names of other registrants should be redacted.
- ◆ Short orientation videos for each health profession, demonstrating how to use the CE Portal are available on the NLCHP website, Quality Assurance, [Continuing Education \(CE\) Portal](#).

[*Interesting Links and Opportunities*](#)

The October 2022 issue of *Safeguard*, the Office of the Information and Privacy Commissioner's quarterly Personal Health Information Act newsletter is available [HERE](#). Past issues of *Safeguard* can be found on their website: <https://www.oipc.nl.ca/guidance/newsletters>.

[**Resources for Practice**](#)

- ◆ Are you a Custodian of personal health information? If so, visit the website of the Office of The Information and Privacy Commissioner, Newfoundland and

Labrador at www.oipc.nl.ca to access many resources.

- Do you have a question on Scope of Practice for your health professional group? If so, connect with your College.
- Do you have a question on the requirements for your CE/PDs? If so visit your [Colleges webpage](#) for additional information.
- Do you have a question on your registration/licensure? If so, connect with NLCHP staff at secretary@nlchp.ca or visit our web at www.nlchp.ca
- Missed a regulatory education session? All session are recorded and available under [Regulatory Education Opportunities](#).

This regulatory e-newsletter contains information on a wide variety of topics intended to enhance your practice. As it is published and circulated to all registrants, it is the expectation of the NLCHP that all registrants are aware of the matters contained therein. Registrants are reminded not to unsubscribe to this email as it contains important regulatory information that is relevant to your profession.



Newfoundland and Labrador Council of Health Professionals

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St. John's, NL, A1E 1T1

Office Hours: 8:30 - 12:30 ; 1:30 - 4:30

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Outside metro: 1-855-863-8616



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