NLCHP | NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Policy: Annual Renewal of Registration

Category:	Registration	Date Established	June 2013
Approved by:	NLCHP Council	Revised Date:	April 24, 2024

Purpose: As set out in The *Health Professions Act* (the Act), the Newfoundland and Labrador Council of Health Professional regulates the practice of each health profession designated in the Schedule under the Act.

Policy: A member of a health profession to which the *Health Professions Act* applies shall not practice unless the person is registered under the *Health Professions Act*.

The regulations for each health profession set out where a Registrant registered fails to renew their registration on or before the expiry date (March 31), their registration will expire, and the Registrant's name will be removed from the register. This applies to all registration categories: General status, non-practicing status, general status (temporary and restricted).

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 *Health Professions Act*.

Definitions: NA

Procedure:

1. Registrants are required to apply for renewal though the NLCHP Portal.

2. Registrants will be provided with email reminders to apply for renewal though the NLCHP Portal.

3. Registrants applying for renewal of registration must meet all CE requirements for the previous licensure year, including the submission of CE documents into the online portal.

4. Registrants who fail to complete the online renewal and pay the applicable fees by the administrative deadline of March 1st will be subject to an administrative late fee.

5. Registrants who fail to complete the online renewal and pay the applicable fees by 11:59:59 pm on March 31, will have their status changed to inactive. A status change to inactive removes the Registrant from the List of Registered Health Professionals. Registrants who have an inactive status and are requesting a status change, must contact the NLCHP directly. This change requires the Registrant to be reinstated and pay a reinstatement fee.

6. Registrants who are not planning to renew their registration, must request a change of status in the NLCHP Portal to change to an inactive status.

Sources:

Health Professions Act