



# POLICY & PROCEDURE

Administrative  
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## **TOPIC: RENEWAL ADMINISTRATIVE POLICY**

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Renewal of registration occurs in January of each year. The renewal packages are mailed to the membership in mid-December. Membership registration expires as of January 31 of each year.

In order to process the renewal application, all information must be completed on the forms, the form must be signed and evidence of current professional liability insurance coverage must be enclosed. If any part of the renewal requirements is missing, the application will not be processed. If the deadline date passes before the application is complete, the application will be considered late and the late fee will apply.

The College accepts renewal application forms from late December until January 31 without penalty. Renewals that arrive after the January 31 deadline are subject to a 20% late fee. As a matter of procedure, renewals that arrive in early February are checked for the postal stamp and if the renewal can be proven to have been sent prior to or on January 31, the late fee will not be charged. Any renewal received after January 31 in which there is doubt about the mailing date and the applicant cannot prove the mailing date, will be subject to the late fee prior to processing the application.

New members who register in the latter part of December will be considered applying for January registration and will pay the full annual fee of the forthcoming year. New members will not be subject to the pro-rated fee (as of August of the current year) plus the full annual fee. For new members, this may amount to a few weeks of "free registration". However, because the registration year and fiscal year of the College are not identical, it is more efficient from an administrative point of view to process the new applications in this fashion. The College's books are closed as of the end of December.

Members who plan to work in January and only a part of February, because of sick or maternity leave or some other reason will be required to pay for a full year of registration. The College only pro-rates fees once per year and pro-rating occurs after July 31 of each year. The College does not offer rebates on registration fees.

Members are advised to consider their options if only planning to work a short time into the new registration year.

### **LEGISLATIVE REFERENCE:**

By-laws Article III: Fees