



POLICY & PROCEDURE

Registration
Number: 3.16

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TOPIC: RENEWAL PROCEDURE

Renewal of registration occurs on a yearly basis with a deadline date of January 31. Registrations received after the January 31 deadline are considered late and a late penalty (fee) will result.

The activities, which lead up to the renewal period, include:

1. The Council must determine a budget for the upcoming year and decide the registration fee no later than early December.
2. By mid December, the renewal packages are sent from the CPM office to the registrant's address as listed in the Register of Members. Included in the renewal packages are: the renewal form, including declaration form and registration fee information, a cover letter, survey form on continuing education and other physiotherapy related activities, an information form to explain how to fill out the registration form, a copy of the budget for the upcoming year and explanatory remarks, a newsletter (optional).
3. When the office receives the registration form, registration fee and other information required, the Registration Secretary processes the forms and cheques. A receipt for the fees and a membership card (certificate) is issued to the registrant.
4. Registration forms are expected to be received by the CPM office no later than January 31. However, occasionally, the registration is caught in the mail and therefore received past the due date. If the postal mark on the envelope is stamped before January 31, then the registration is processed without penalty. If the postmark is after January 31 or indecipherable, then the registration is considered late and the late fee applied. CPM does not normally apply a late fee to those registrants who are not working and living in Manitoba.
5. The late fee is an additional 20% of the full year's annual fee.
6. Within 10 days after the due date, a registered letter is sent to the member notifying them that their registration is late and that there is now a penalty to pay.
7. Upon receipt of the annual fee plus the late fee, the registrant is considered to be in good standing with the College.
8. If the payment and late fee has not been received within 31 days after January 31, the Registrar shall suspend the member for non-payment of fees and shall notify the individual and the individual's most current employer of the suspension. To be re-instated, the person must pay the annual fees, plus the late fee plus the re-registration fee plus disbursements.

Legislative Reference:

Bylaws: Article III 1.1, 1.2, 1.3, 1.7