



Registration Renewal Guide for 2022



College of
Physiotherapists
of Manitoba

CPM is committed to providing service that is accessible to all individuals. Please contact CPM if you require this Renewal Guide to be provided in an alternative format.

REGISTRATION RENEWAL 2022

JANUARY 1, 2022 - JANUARY 31, 2022

Your current registration **will expire on Monday, January 31, 2022**. To continue practicing as a Physiotherapist in 2022, you must renew your registration. If you miss the January 31st deadline, you will have to pay a late fee. If you require your renewal application in an alternative format, please contact the CPM office at (204) 287-8502 or through info@manitobaphysio.com.

Please note that the CPM office is currently closed to the public. Appointments must be made by calling 204-287-8502.

Please note that registration renewals can take up to 5 business days to process. For registrants intending to work on Tuesday, February 1, 2022, registration should be completed by Tuesday, January 25, 2022.

New for 2022: Registrants renewing as Active for 2022 must complete the College Selected Activity. For this registration year the College Selected Activity is the *Pause Before You Post: Social Media Awareness* learning module. The deadline for completion of the module is February 28, 2022.

To access the Pause Before You Post: Social Media Awareness module:

1. Go to <https://cpmportal.manitobaphysio.com/> .
2. Since this is a new site, you will be required to use the "Lost Your Password?" feature listed within the professional development box. Click on this link and enter your email address.
3. You will receive an email with a link which will allow you to set a new password. Please follow the instructions within this email to set your new password and login to the website.
4. Under College Selected Activity, select Pause Before You Post: Social Media Awareness.

Remember to print or take a screenshot of your Certificate of Completion. If you do not have access to a printer or unsure how to take a screenshot, you can snap a photo of your certificate with your mobile device.

Online Registration Renewal:

Please note that the Online Renewal Portal opens on January 1, 2022. Registrants will log into the online portal using the email address they use as their primary email with CPM. Please note that if you wish to change this email address you will have to phone the CPM office at (204) 287-8502 in order to make this change. Registrants will use the same password they used previously to login to the online portal on the CPM website. If you cannot remember your password please

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Online Registration Renewal continued:

use the "forgot password" option on the login page. If you do not receive an email asking you to reset your password, please call the CPM office.

- Once you have successfully logged into the online renewal portal you will be asked to select the register you are applying for. For example, if you are currently Active, you will have the opportunity to change to In-active or Non-renewal.
- You will be asked to report your 2021 practice hours **by employer**. That is, if you have more than one employer, you will provide 2021 practice hours for **each employer**. Please note that practice hours do not include sick time, statutory holidays or vacation days.
- You will be asked to choose an employment status for 2022.
- If you carry personal liability insurance, you will be asked to provide the name of the insurance provider and the policy number. At this point you **must** upload your **current** Personal Liability Insurance Certificate.
- Once your registration is complete you will receive an email notification. You may then login to the online portal to print your certificate of registration and tax receipt. Registration cards and tax receipts are no longer sent to Registrants by mail.

Before you begin your online renewal:

1. Ensure that you are working at a computer or mobile device that will allow you to upload any required documents (for e.g. your Personal Liability Insurance Certificate).
2. Know the email address you use to receive communication from CPM as well as the password you use to login to the Member Portal on the CPM website. If you cannot remember your password, please use the "forgot password" option on the login page. If you do not receive an email asking you to reset your password, please call the CPM office at (204) 287-8502.
3. Calculate your hours worked in 2021 for **each** employer. Please note that practice hours do not include vacation time, sick time, and statutory holiday time.
4. Ensure that you have your Personal Liability Insurance Certificate saved on your computer or mobile device. You will be asked to enter the name of your insurance provider and the policy number. You will then be required to upload your **insurance**

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Before you begin your online renewal continued:

certificate. Please note that you must submit the certificate of insurance and not a receipt/membership card.

5. If you will be changing your name, have a copy of your Government issued ID or Marriage Certificate available for upload.
6. If you will be adding new education to your profile, have a copy of your degree available for upload.
7. If you will be paying by credit card online, have your credit card information available. CPM can now accept E-Transfers for renewal fees (once you get to the payment screen, instructions for sending an E-Transfer will be provided). If paying with a cheque by mail, please note that our mail is quite delayed and you must ensure that your payment arrives by end of day on January 31, 2022. In-person payments must be arranged by appointment.
8. Remember to complete the *Pause Before You Post: Social Media Awareness* module at <https://cpmportal.manitobaphysio.com/> . **Deadline for completion is February 28, 2022.**

How to renew your registration online:

Step 1 Visit the CPM website at: www.manitobaphysio.com .

Step 2 Click on [LOGIN](#) – login using your email address and password.

Step 3 Select the Register you wish to register on (see descriptions of various Registers on page 5 of this guide).

Step 4 Complete your profile and upload a copy of your liability insurance certificate.

Step 5 Complete your declarations.

Step 6 Submit payment online by credit card. Payment can be made with Master Card or Visa. Please note that if paying by Visa Debit, you must call the CPM office with your credit card information. Alternatively, you may click “Close” and then pay by cheque or e-transfer. Please note that our mail is currently quite delayed; you must ensure that your cheque is received by the CPM office by end of day on January 31, 2022.

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How to renew your registration online continued:

Step 7 Once payment has been received by the CPM office, you will receive an email confirmation that your registration is complete. You may then login and print your your certificate of registration and tax receipt.

How to reach us for support:

1. Phone the CPM office at (204) 287-8502. Please note that CPM office hours are 8:30 AM - 4:30 PM, Monday - Friday. If you leave a phone message, we will respond to your phone message within 3 business days.
2. Send an email to info@manitobaphysio.com. Please note that CPM will respond to your email within 3 business days.

2022 Registration Fees

Active Practice Register	\$798.25
In-Active Register	\$319.30
Exam Candidate Register	\$598.69

Register Descriptions:

Active: Practicing Physiotherapy in Manitoba as of February 1

In-active: Not practicing Physiotherapy in Manitoba as of February 1

Exam Candidate: Practicing Physiotherapy in Manitoba as of February 1, under the supervision of a Physiotherapist on the Active Practice Register

Non-Renewal: No longer registered with CPM - Not practicing Physiotherapy in Manitoba

