

REGISTRATION AND LICENSING DIRECTION

Current and updated as of: December 17, 2018

3.16 Renewal Procedure

Purpose:

To state the requirements for the annual renewal of registration for the College of Physiotherapists of Manitoba.

Policy:

Renewal of registration occurs on a yearly basis with a deadline date of January 31st. Registrations received after the January 31st 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 notification is sent from the CPM office to registrants informing them of renewal of registration.
3. Members can choose to renew on-line or request paper documents.
4. When the office receives the completed registration form, registration fee, proof of liability insurance and any other information required, the office staff will process the forms and payment. A receipt for the fees and a membership card (certificate) is issued to the registrant.

Note: if any part of the renewal requirements is missing, the renewal application will not be processed.

Late Registration:

Registration forms are expected to be received by the CPM office no later than January 31. Receipt after this date will be considered late.

The late fee is an additional 20% of the full year's annual fee.

Notification to registrants:

- Within 14 days after the due date, a letter by regular mail is sent to the member notifying them that their registration is late and that there is now a penalty to pay.

Upon receipt of all items required for renewal, the annual fee *plus* the late fee, the registrant's renewal will be processed and they will then be considered to be in good standing with the College.

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If the payment and late fee has not been received within 15 days after the letter was sent, the Registrar shall remove the member from the register. The individual and his/her employer shall be notified. To be re-instated, the person must pay the annual fees, plus the late fee, plus the re-registration fee plus disbursements.