



Registration Renewal Guide for 2021



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 2020

JANUARY 1, 2021 - JANUARY 31, 2021

Your current registration **will expire on Sunday, January 31, 2021**. To continue practicing as a Physiotherapist in 2021, 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 Monday, February 1, 2021, registration should be completed by Monday, January 25, 2021.

New for 2021: Registrants renewing as Active for 2021 must complete the College Selected Activity. For this registration year the College Selected Activity is the *Manitoba Regulated Health Professions Act (RHPA)* jurisprudence module:

1. Go to <https://www.ccpsubmissions.com/>.
2. Enter your username/6-digit CCP Number followed by your password (the email address you use for CPM email). **You can access your 6-digit CCP Number by logging into the [Member Portal](#).**
3. Click on the Videos tab.
4. Under Learning Modules, Regulated Health Professions Act (RHPA), select **Start RHPA Module**. For further details please see the [College Selected Activity](#) page and [Frequently Asked Questions \(FAQs\)](#) posted on the College's website under the tab *For Physiotherapists*, and *College Selected Activity*.

Online Registration Renewal:

Please note that the Online Renewal Portal opens on January 1, 2021. 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 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

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Online Registration Renewal continued:

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 2020 practice hours **by employer**. That is, if you have more than one employer, you will provide 2020 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 2021.
- 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. Complete the *Manitoba Regulated Health Professions Act (RHPA)* jurisprudence module at <https://www.ccpsubmissions.com/>.
2. 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).
3. 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.
4. Calculate your hours worked in 2020 for **each** employer. Please note that practice hours do not include vacation time, sick time, and statutory holiday time.
5. 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

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Before you begin your online renewal continued:

provider and the policy number. You will then be required to upload your **insurance certificate**. Please note that you must submit the certificate of insurance and not a receipt/membership card.

6. If you will be changing your name, have a copy of your Government issued ID or Marriage Certificate available for upload.
7. If you will be adding new education to your profile, have a copy of your degree available for upload.
8. If you will be paying by credit card online, have your credit card information available. Cheque payments can be sent to CPM by mail. In-person payments by cheque or cash must be arranged by appointment as the CPM office is currently closed to the public.

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 can pay by cash or cheque by clicking “Close” . You must then make arrangements to submit payment to the CPM office by mail or by in-person appointment.

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.

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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.

2020 Registration Fees

Active Practice Register	\$775.00
In-Active Register	\$310.00
Exam Candidate Register	\$581.25

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

