

	LATE REGISTRATION POLICY
	Date Effective: September 2018
	Revised:
	Next Review Due: September 2021

## *Background*

Late registration has happened on occasion when a person intending to act in the role of RN or NP does not register with the College during the required period, of September 1<sup>st</sup> to October 1<sup>st</sup>. Therefore, on October 1<sup>st</sup> the person is in violation of the requirement of the RHPA to notify the College of their intention to register for the upcoming registration year by paying the associated fees and completing the required processes (including the renewal form – on-line (required in 2018) and the continuing competency program (CCP) – also on-line (required in 2019)).

## *Purpose*

To describe the processes that the College will undertake at the time of a late registration.

### *1.0 Policy*

- 1.1 When the College is notified (between October 1 and October 31<sup>st</sup>) that a current member has not completed their registration requirements and their intention was to register for the upcoming registration year, the Coordinator of Regulatory Services (CRS) or Registrar will inform them of how to complete the renewal form, their CCP and to pay the associated fees, including a late fee as described in the Bylaws.
- 1.2 When the College is notified (after October 31<sup>st</sup>) that a past member has not completed their registration requirements and their intention was to register for the current registration year, the Coordinator of Regulatory Services (CRS) or Registrar will ascertain whether or not they are currently employed and working as an RN or NP.
- 1.3 If the former member is currently employed and scheduled to work during the immediate upcoming days/weeks, they are required to inform their employer and cease their work schedule immediately.

- 1.4 The member is required to complete the reinstatement form, their CCP, to provide a Criminal Record Check, to obtain records of hours from their employers for the past 5 years and to pay the associated fees, including a reinstatement application fee as described in the Bylaws.
- 1.5 The former member cannot return to work until all reinstatement processes are complete and the College has issued a registration certificate.
- 1.6 If the former member is not currently employed and not scheduled to work during the immediate upcoming days/weeks, they can proceed to the actions in 1.4 and 1.5 above.
- 1.7 If a member has not registered but has been working, refer to the Bylaws for the fee payment requirement for unauthorized practice.
- 1.8 If a former member has not been registered for 3 years since their last registration expired, they are no longer eligible for reinstatement, they are required to make a full application.
- 1.9 Full application includes the completion of a regular application form, proof of original registration, proof of current registration and any other jurisdictional registrations, proof of education, verification of hours from all employers, Criminal Record Check and associated fees described in the Bylaws.