

Policy & Procedure

Registration
Number: 3.16

Effective Date: September 12, 2002
Revised Date:
Review Date: March 18, 2015
Approving Body: Council
Authority: Council Chair
Implementation: March 18, 2010
Applies to: All Registered Members

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, a renewal notification is sent from the CPM office to the registrant's address as listed in the Register of Members.
3. Members can choose to renew on-line or request paper documents.
4. When the office receives the completed registration form, registration fee and other information required, the Registration Secretary processes the forms and payment. A receipt for the fees and a membership card (certificate) is issued to the registrant.
5. 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.
6. The late fee is an additional 20% of the full year's annual fee.
7. 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.
8. Upon receipt of the annual fee plus the late fee, the registrant is considered to be in good standing with the College.
9. If the payment and late fee has not been received within 15 days after the letter (#7) was sent, the Registrar shall remove the member from the register. The individual and his/her employer

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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.

Legislative Reference:

Bylaws: Article III 1.1, 1.2, 1.3, 1.7