

## REGISTRATION AND LICENSING DIRECTION

Current and updated as of: April 16, 2020

### 3.24 Renewal Administrative Policy

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**Purpose:**

Initial Registration, and ongoing renewal of registration, with the College of Physiotherapists of Manitoba is required in order to work as a physiotherapist and use title in Manitoba.

**Policy:**

Renewal of registration occurs in January of each year. The renewal packages are provided to the registrants in mid-December. A registrant's license/registration expires as of January 31 of each year.

In order to process the renewal application:

- all information must be completed on the forms either online or in paper format
- the form must be signed
- evidence of current professional liability insurance coverage must be received by the office
- evidence of completion of the College Selected Activity if required for renewal

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

The College accepts renewal application forms from late December until January 31 without penalty.

If Registrants have not completed all the necessary steps for renewal they are notified 14 days after the closing date of renewal that they are in default. They will be informed that if their renewal is not completed, in the next 15 days, the College will automatically cancel their registration.

New registrants who register in the latter part of December will be considered applying for January registration and will pay the full annual fee of the forthcoming year.

Registrants who plan to work in January and only a part of February, because of a leave of absence (i.e. sick leave, maternity or parental leave or other reasons) will be required to pay for a full year of registration. The College only pro-rates fees once per year and pro-rating occurs after July 31 of each year. The College does not offer rebates on registration fees.

Registrants are advised to consider their options if only planning to work a short time into the new registration year.