

## REGISTRATION AND LICENSING DIRECTION

Current and updated as of: March 20, 2024

### 3.16 Renewal

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**Purpose:**

To outline the renewal requirements for a license to practice physiotherapy in Manitoba with the College of Physiotherapists of Manitoba.

**Policy:**

The college requires an annual renewal of a license to practice as per the Physiotherapists Regulations Renewal, Periodic renewal (13).

Renewal of registration occurs on-line in January of each year, with a deadline date of January 31<sup>st</sup>.

When the office receives the completed registration form, registration fee, proof of liability insurance and any other information, including evidence of completion of the College Selected Activity if 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 and can be found in their individual portal.

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

If the registrant intends to work on February 1<sup>st</sup>, they **must** have completed their renewal 7 business days before January 31<sup>st</sup> each year.

New Registrants\* who register in December, for an intended start date on or after January 1<sup>st</sup> of the next calendar year, will pay the full annual fee of the forthcoming year.

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.

**Late Registration:**

Registrants who have not completed all the necessary steps for renewal including missing renewal documents received after the January 31<sup>st</sup> deadline are considered late and a late penalty (fee) will result as per the by-laws (Article III: Fees 1.7).

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

If the renewal documents, payment, and late fee has not been received notice will be sent as per the by-laws Article III: Fees 1.7 (b-e).

**Definition:**

**\*New Registrants** – a member of the College who has conditions imposed on their certificate of registration in their first year of practice after receiving their initial certificate of registration. These individuals are currently considered to be those on the Examination Candidate register and who have never previously registered on the Active register.