

The Registration Application Form

Getting Started

There are a number of documents referenced in the NLCHP registration form as well as the actual *Health Professions Act (HPA)* that can assist the applicant in completing the NLCHP registration form. These documents should be reviewed by the applicant prior to completing the application for registration. The legislation including the HPA and the Regulations for each health profession can be found on the NLCHP website: www.nlchp.ca under *Regulations/Registration*. The NLCHP policies can also be found on the NLCHP website under the heading *Members*, then *Policies*.

If you have questions regarding the registration form and/or registration process please call 709-745-7304, toll free 1-855-863-8616 or send an e-mail to contact@nlchp.ca. Additionally, if you have any questions regarding your ability to meet registration requirements, including English language proficiency, please contact the NLCHP as above.

Documentation to be Reviewed Prior to Completion of the Registration Form

The *Health Professions Act 2010 (HPA)* outlines the duties, responsibilities and powers of the Council and the health professional colleges. Applicants should pay particular attention to sections 19 (registration) and sections 22-27 which outline the Council's role with respect to Quality Assurance. Sections 8 and 34-56 apply to discipline and appeals and they should be reviewed prior to registration. False or misleading information in an initial or renewal application form may be grounds for conduct deserving of sanction. Each of the designated health professions has identified the requirements for registration and these requirements have been developed as regulations under the HPA which form the basis upon which the Council will evaluate applications for registration.

The information collected as part of the registration process is for Council use only and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance (**NLCHP Policy-Privacy and Confidentiality**). The Council is a public body that must comply with the objectives and principles of *the Access to Information and the Protection of Privacy Act (ATIPPA)*.

Completion of the General Registration Form

Section A- Personal Information

The HPA and by-laws (section 6.5) of the Council requires that applicants provide the Council with a current address. All correspondence including notification of the annual general meeting, notification of renewal registration, updates to the HPA, as well as policies that have implications for registrants will be forwarded by email unless otherwise directed by the applicant. It is paramount that the NLCHP has your most up to date contact information to notify you of any changes in your registration.

If you are not a Canadian citizen a certified copy of documentation supporting your ability to work in

Canada must be provided. See **NLCHP Policy- Documentation Work Visa** for additional information.

Health professional regulations require Council to validate proof of proficiency in the English language. If English is not your first language please provide certified documentation of completed scores in the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). For applicants whose health professional training was provided in English language, please provide certified documentation to confirm that the training program was provided in English. See **NLCHP Policy-Confirmation of Eligibility to Register**

If you document your charts/notes in a language other than English you need to ATTACH a written plan as to how your patient/client record will be translated to enable communication with the patient/client and or other third party as required.

The HPA requires that applicants provide the Newfoundland and Labrador Council of Health Professionals (NLCHP or the Council) with proof of requirements such as photo ID and insurance coverage. The policies established by the Council indicate that the Council will accept *certified* copies of the original required documentation. **A certified copy is defined as a copy of the original document seen and certified as a true copy by a Commissioner of Oaths, barrister, solicitor or notary public.** Staff of the NLCHP is able to certify documents on site at the office.

Section B -Employment Information

The Council requires documentation with respect to your current employer; if you are not currently employed please proceed to question 3.

If you are self-employed please indicate this in the area Primary Place of Employment.

If you are working with more than one employer and/or work with an employer and are also self-employed please answer question number 2.

In answering question 3 related to previous work jurisdictions, applicants need to understand that not all jurisdictions require practitioners to be registered. Some jurisdictions call registration, licensing. Health professional registration (licensing) for some professions is a relatively new requirement.

For those who have been registered (licensed) to practice in another province, territory or country the regulations state that you **MUST** provide the NLCHP with a Letter of Good Standing from that regulatory body. If you have worked in more than one jurisdiction a letter is required from each jurisdiction even if you worked in that jurisdiction several years prior to your application with the NLCHP. For those who have worked in more than one jurisdiction, please ATTACH a separate sheet providing the information required in question 4. See **NLCHP Policy-Documents Regulatory Body Letter of Good Standing**.

The NLCHP will **NOT** process registration applications until **ALL** information including letter(s) of good standing are received from each jurisdiction where the applicant is or has been previously registered (licensed).

A Letter of Good Standing provides documentation to the NLCHP that you have not been the subject of an investigation and/or disciplinary hearing. For applicants who have been the subject of an investigation or disciplinary hearing, the Registration Committee will require documentation from the

jurisdiction regarding the nature of the complaint and the follow-up in order to make a determination of whether the applicant will be registered in the province. Section 20 of the HPA makes provision for an appeal process for applicants who do not meet the requirements for registration.

If you have been registered or licensed in another jurisdiction, Letters of Good Standing (see section B of general registration form for details) MUST be mailed directly to the Registrar from the registering/licensing jurisdiction.

Section C -Consent to Release of Information

Consent is required by the NLCHP to confirm information that you have provided in your application. The NLCHP, as part of its responsibility, will conduct random audits to verify information provided by the applicant. Where information provided is found to be knowingly incorrect the applicant will be subject to the discipline sections of the HPA (Sections 33-56). The NLCHP is governed by the provision of the *Access to Information and Protection of Privacy Act* (ATIPPA) which specifically outlines the duties and obligations with respect to access of information and the protection of that information. Personal information is defined under Section 2 (o) of ATIPPA and the information collected as part of the registration process is for Council use only; inclusive of registration, renewal, discipline and quality assurance.

Council maybe approached by researchers wishing to contact registrants regarding their willingness to participate in surveys and/or research. The Registrar will review the request with the Chair of the health professional college(s) to determine if the information requested can be forwarded to those registrants who have provided consent to release their name and address to institutions and /or researchers conducting research.

Section D- Insurance

The HPA requires health professionals to carry professional liability insurance (PLI).

Professional liability insurance can usually be purchased through national or provincial health professional associations. For individuals who are not members of such associations or where the association does not offer professional liability insurance as part of membership, professional liability insurance is available for purchase from a number of insurance brokers. See **NLCHP-Policy on Insurance Documentation**.

If you are receiving PLI through your national association or have PLI through another source you are required to forward confirmation of PLI directly to the NLCHP office either by forwarding the e-mail from the insurance provider, or submitting a certified copy of the policy (signed by Commissioner of Oaths, or Notary Public).

Section E- Registration Category

Only complete the section of the registration form for which you are applying to be registered.

General Status

Applicants **MUST** complete the details requested for the educational institution attended and provide a certified copy of your diploma/degree to indicate graduation from an educational institution recognized by the health professional college. You are also required to submit proof of successfully passing a health professional college approved certification exam. Copies of these documents must be certified and forwarded as part of your application. For applicants who are unable to provide documentation see **NLCHP Policy on Documentation-Proof of Completion**.

Applicants who graduated more than four years ago from the date of application for registration with the NLCHP will also require a confirmation of employment hours of work. Employment documentation can either be provided directly by the employer to the Council but it is preferable for the employer documentation to be submitted by the applicant as part of the application process. For applicants who are self-employed, you may provide a self-declaration in the form of a letter to confirm hours of work. Information on this documentation can be found in the **NLCHP Policy-Employment Documentation**.

Applicants who graduated more than four years ago and who do not meet the minimum health professional hours of practice required to register but who have completed a refresher course or re-entry program approved by the College must provide a certified copy of successful completion of the refresher or re-entry course as part of the application process.

Non-Practicing status

Applicants for Non-Practicing Status must comply with the regulations for General Status including approved education and hours of work. Please refer to the General Status category for how to complete this section of the application form.

Candidates applying for Non-Practicing Status will *not* require professional liability insurance (PLI), however, you will need to renew your insurance if you wish to change your category back to full General Status.

On-Line Jurisprudence and Personal Health Information Act (PHIA) Education Courses:

Individuals applying for NLCHP registration are required to complete (3) on-line education modules within 90 days prior to receipt of application. On-line modules can be accessed on the NLCHP website: www.nlchp.ca, under *Education/Resources tab*.

Education modules to be completed are Jurisprudence Education for your specific Health Profession and the *Newfoundland and Labrador's Personal Health Information Act (PHIA)* education courses: (a) Custodian-Direct Contact with Personal Health Information and (b) Direct Contact with Personal Health Information. You are required to submit certificates of completion with your application. See **Policy – Registration Process and Timelines**.

Section -F Fees

The membership and registration fees are on the NLCHP website under *Registration/Regulations* tab. Please contact the NLCHP at contact@nlchp.ca or 1-855-863-8616 to confirm registration fees at time of registration.

The NLCHP also collects membership fees on behalf of the Colleges.

Cheque, money order, or credit card payment for both fees must be made payable to the Newfoundland and Labrador Council of Health Professionals (NLCHP).

Section G -Other Documentation

The documentation required under section E is mandated by the Regulations for Health Professionals as provided for under the HPA.

Criminal record check and vulnerable sector checks are completed by the policing agency in the jurisdiction in which you reside. In Newfoundland and Labrador you can obtain your record via the RNC or your local RCMP detachment. Please access www.rnc.gov.nl or www.rcmp-grc.gc.ca to obtain forms and other information regarding completion and processing. Criminal record and vulnerable sector check certificates must be dated within 90 days of receipt of application for registration. See **Policy on Certificate of Good Conduct and Vulnerable Sector Check**.

Applicants must provide a *certified* copy of photo identification. See **NLCHP Policy- Documentation Identity**. Please note where an individual's name differs from the name on documentation required such as diplomas, and certificates, a *certified* copy of the document to support the name change i.e. marriage certificate must be provided.

Section H- Declaration and Signature

Applicants must date and sign the general application form.

Those who have applied for **Non-Practicing Status**, must also sign that they will not engage in their health professional practice while registered as Non-Practicing.

Applications will **NOT** be processed until **ALL** documentation is received. Incomplete applications will be mailed back to applicants.

Completed applications must be forwarded to:

Registration Committee
Newfoundland and Labrador Council of Health Professionals
209 Blackmarsh Road
St. John's, NL A1E 1T1