

## REGISTRATION RELATED FEES

POLICY NUMBER: F-010-02

DATE APPROVED: May 16, 2025


DATE TO BE REVIEWED: May 16, 2028

DISTRIBUTION: External & Registrants

COMMITTEE: Policy Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

### POLICY

Fees will be reviewed annually and will be coordinated with the annual budget development process. Payment of fees shall be by personal or certified cheque, payroll deduction, company cheque, money order, Visa, or MasterCard.

### RATIONALE

Fees must reflect requirements for NSCMIRTP to be financially stable. Annual dues support the operations of the NSCMIRTP, while the application fees support the cost of processing and reviewing licensing requests. Annually, financial stability is reviewed to ensure fee structure and methods of payment are appropriate to long term organization stability.

### PROCEDURE

Pursuant to the Fee Bylaw, the following conditions apply to payment of fees:

- 1.1 All dues and fees are outlined in Appendix A: Fee Schedule.
- 1.2 Annual renewal of licenses for existing registrants begins November 1.
- 1.3 A registrant that pays their renewal fee after November 30 is subject to a late fee.
- 1.4 A registrant who fails to pay annual dues on or before December 31 ceases to be licensed effective January 1.
- 1.5 A registrant who pays licensing dues on or after January 1 shall pay a reinstatement fee in addition to the annual dues and must complete the reinstatement process (see Fees for Reinstatement of License).

### APPLICATION AND LICENSING FEES

- 2.1 A non-refundable application fee must accompany each initial application for registration. The application fee is waived for first time CFTA applicants in accordance with the Patient Access to Care Act.
- 2.2 Subsections 1.2 and 1.3 above do not apply to a student who applies for non-active membership.
- 2.3 Annual dues are charged as either 12 months or six months. Six month licenses are for a consecutive six months. All licenses starting July 1 and after are charged the six month rate.
- 2.4 New graduates will be charged the half year rate for all license applications starting May 1.