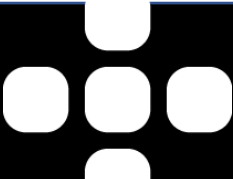




RENEWALS 2022 INFORMATION GUIDE

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Introduction

Renewals for 2022 will open on Oct 1st, 2021. This guide was created for registrants of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) to provide details on every aspect of the renewal process.

Annual registration renewal

Maintaining your College registration in good standing is one an important legal obligation for all MRTs and DMSs practicing in Nova Scotia. Under the NSCMIRTP Act and Regulations, all College registrants are required to renew their registration each year to be legally authorized to practice as a MRT or DMS in Nova Scotia.

Online renewal system

All registrants must use the renewal system built into the online registrant portal, to renew their registration.

Important dates to remember

Please keep these dates in mind when considering when to initiate your renewal.

- **October 1st, 2021:** The renewal system opens.
- **November 1st, 2021:** Renewals are expected to be submitted by this date.
- **November 30th, 2021:** Renewals completed after this date are subject to an additional \$50 late fee
- **December 3rd, 2021:** Payroll deduction list for 2022 to be generated. Renewals submitted after this date will not be added to this list and anyone renewing after this date wishing to be on payroll deduction for 2022 will need to reach out to their payroll department directly.
- **December 17th, 2021:** Renewals submitted after this date are not guaranteed to be processed prior to Dec 31st, 2021
- **December 31st, 2021:** The online registration renewal system closes.
- **January 1st, 2022:** Registrants who have not renewed will have their license expire. They will no longer be legally allowed to practice as a MRT or DMS in the province and their employers will be notified. Once a license expires individuals will need to reinstate to regain licensing and pay an additional \$100 fee for lapsed registrant fee.

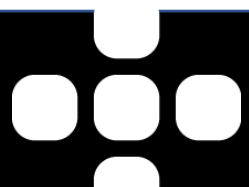
Refunds

Effective January 1st, 2022, the College will no longer refund dues for those resigning during the year. There are two situations where refunds will still be given.

1. For those that pay renewal fees in the fall and resign prior to renewal closing on Dec 31st the dues for the following year will be refunded.
2. For registrants that have paid through payroll deduction but are not renewing a full refund of dues for the following year will be given.

Getting Ready

Before you begin the renewal process, we encourage you to read through this guide and ensure you have everything you need. By doing a bit of preparation in advance, you can complete the online renewal process quickly and easily.



My Profile login information

To log in to **My Profile**, go to the College website at <https://nscmirtp.ca/> and in the upper right select registrant Login and enter the following credentials:

- **Username:** Your username is your email address that you registered with.
- **Password:** Is what you set when you registered.

If you don't remember your password, click the "Forgot Password" link on the login screen and follow the instructions. Please note that we do not have access to your password. If you don't know what email address we have on file, please contact us at info@nscmirtp.ca

Resignation

If you are moving out of the province, retiring, or taking a leave of absence from your employment as an MRT or DMS, you may choose to resign your registration. You only need to maintain your registration when you are practicing the profession in Nova Scotia. If you would like to resign your license, login into the registration platform and select resignation on the left-hand side menu and complete the resignation online form.

Information and documents

Please have the following information and documents ready before you begin your renewal:

- My Profile login information (see previous section)
- Employer information for all 2022 employment, including contact information and start and end dates (if applicable). If there have been any changes in employment status, or position this should be updated
- Current address and contact information if changed
- Professional liability insurance information for 2022
- Payment information if paying online using Visa, Mastercard, Amex

Supported browsers and file types

Please note that older internet browsers (versions of Internet Explorer older than 11, Chrome older than 40 and Firefox older than 35) may have compatibility issues with the renewal system, and support cannot be provided for out-of-date browsers. We recommend using the most up-to-date browser available to complete your renewal.

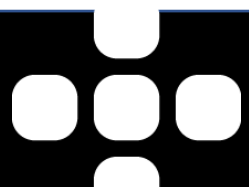
If you need to upload any documents while completing renewal, please note that they must be in PDF or JPEG format.

Completing Renewal

Once you have gathered all the necessary information and documents, you are ready to begin the renewal process.

Starting your renewal

To begin your renewal, log in to Registrant Platform. When you login in notification that renewals are now open will come up. Click the "Renew" to start the renewal process.



Address change

If your address has changed, enter the new information. Supporting documentation is not required for address changes.

Contact information

It is your responsibility as a regulated health professional to ensure your contact information is up to date. Email is the main method we use to communicate with our registrants. We recommend you use an email that you check regularly and using a personal email address rather than a work email address. Messages we send may include sensitive information and if you change employers work emails may change but personal emails are more stable. Please note you can change your secondary email in this section but to change your primary email this must be done in the account settings as this will also alter your username.

Education

Please carefully verify the information in the education section if there are details missing from the education listed, please add this information. If you have completed education that is not listed, you can add it during the renewal process.

Professional Liability Insurance (PLI)

As per legislation, all College registrants are required to have a PLI policy. Registrants must provide confirmation of PLI through their annual registration renewal, which means you must obtain PLI for 2022 before beginning the renewal process.

You must indicate your PLI policy # in the appropriate box.

Employment

Verify your employer information and status and make any changes required.

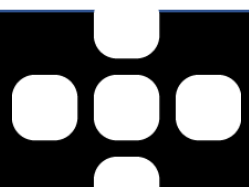
Continuing Professional Development

Registrants are required to participate in the CPD program to maintain their registration. Our CPD cycle is a two-year cycle, with 30 credits required every two years. This year we are mid cycle so there is no requirement to submit any CPD portfolio information to complete your renewal. Next year at renewal you will have had to submit your CPD portfolio for 2020-2022 in order to renew your license for 2023. Detailed CPD program guides can be located on our website at <https://nscmirtp.ca/registrants/professional-practice-and-cpd>

Payment

Payment can be made by credit card, cheque, or payroll deduction. Renewals cannot be processed until payment is received.

Credit Card: Please ensure you have accurate credit card information on file if this is your selected payment option. Credit card information can be updated by selecting manage credit card under the left-hand menu on the registration platform. The College does not have access to your credit card number. The platform indicates that information is on file but we have no access to the actual credit card information.



Cheque: Please mail cheques to
NSCMIRTP
380 Bedford Hwy- Office 310
Bedford, NS B3M 2L4

You can expect renewals to take up to two weeks to process if paying by cheque.

Payroll Deduction: If you have had NSCMIRTP dues deducted from your pay through 2021 by your employer (NSH, or IWK) than please select payroll deduction as your method of payment. If you are unsure you were part of payroll deduction, please check your payroll stub that is dated prior to end of August, and you should see a line for professional dues if you are part of payroll deduction. Those selecting this method of payment will have their applications approved typically within a few days of submission. The exception to this is in the first weeks of renewals. No renewals paid by payroll deduction can be approved until we receive payment and list of names from the IWK and NSH. Typically, these lists are received in mid October.

Conduct Declaration

The wording of the questions in this section has changed from previous years, so please read each question carefully and answer truthfully. If you answer “Yes” to any of the questions, please provide a detailed explanation along with any relevant documentation by email to julieavery@nscmirtp.ca and note that your renewal will require review by the College before it can be processed.

Submitting, Your Renewal

Once you have completed all sections of the renewal and verified the accuracy of the information, you can submit your renewal by clicking the “**Submit**” button at the bottom of the page

Receipts and License Cards

Once approved receipts for you license can be found under the “**My Application**” tab on the left had menu of options and your licence card can be printed off by selecting “NSCMIRTP License Card” in the left-hand menu of the registrant portal.

