



RENEWALS FOR 2023 INFORMATION GUIDE

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Introduction

Renewals for 2023 will open on Oct 1st, 2022. This guide was created for registrants of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) to provide details to assist registrants with any questions they may have related to the renewal process.

Annual registration renewal

Maintaining your College registration in good standing is an important legal obligation for all MRTs and DMSs practising 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 practise as an 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, 2022:** The renewal system opens.
- **November 1st, 2022:** Renewals are expected to be submitted by this date.
- **November 30th, 2022:** Renewals completed after this date are subject to an additional \$50 late fee.
- **December 3rd, 2022:** Payroll deduction list for 2023 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 2023 will need to reach out to their payroll department directly to arrange deductions.
- **December 17th, 2022:** Renewals submitted after this date are not guaranteed to be processed prior to Dec 31st, 2022
- **December 31st, 2022:** The online registration renewal system closes.
- **January 1st, 2023:** Registrants who have not renewed or resigned will have their licence lapse. They will no longer be legally allowed to practice as an MRT or DMS in the province, their employers will be notified, and their names published as lapsed registrants. Once a licence lapses, individuals will need to go through the reinstatement process to regain licensing and pay an additional \$100 lapsed registrant fee.

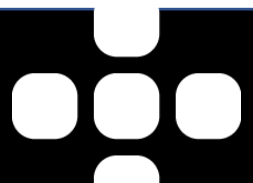
Refunds

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 practising the profession in Nova Scotia. If you would like to resign your licence, log in 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, including contact information and start and end dates (if applicable). If there have been any changes in employment status or position (i.e., Part-time/fulltime, permanent/casual, this should be updated). Please note this information is used to assist in workforce planning, accuracy of the information is important.
- Current address and contact information if changed– ensure email is one that you check regularly and that a personal phone number is provided
- Payment information if paying online using Visa, Mastercard, Amex- please make sure you have sufficient funds on credit card provided

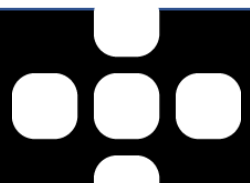
Supported browsers and file types

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 – thus we use your personal email as a reliable way to reach you. 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, and if there are details missing regarding education you have completed, please add this information. during the renewal process

Professional Liability Insurance (PLI)

All College registrants must maintain a current individual PLI policy. This is no longer linked to the renewal process. Each registrant will now receive automatic notification when their PLI policy is about to expire. At that time, you be required to upload proof of a new policy. If proof is not uploaded the College will receive automatic notification that your PLI has expired.

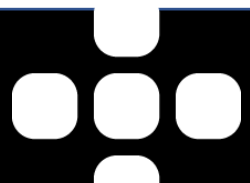
Employment

Verify your employer information and status and make any changes required. (Note: if your employment changes during the following year, you will be able to update it at that time.)

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, (prorated for those registered for only part of the cycle) required every two years. Oct 31st, 2022 is the end of this cycle. CPD portfolios must be submitted by this date. On Nov. 1st 10% of registrants will be randomly selected for audit. This will include all registrants that did not submit their portfolios by Oct 31st @ midnight. **No registrant will have their renewal approved until after their CPD portfolio is submitted.**

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, however we have no access to the actual credit card information.

Cheque: Please mail cheques to:
NSCMIRTP

380 Bedford Hwy – Suite 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) and wish to continue, then please select payroll deduction as your method of payment. If you are unsure if you were part of payroll deduction, please check any of your pay statements that are dated prior to the end of August. If you have been participating in payroll deduction, you should see a line for professional dues. Those selecting this method of payment will have their applications approved typically within a few days of submission. However, an exception to this is during the first weeks of renewals, as we cannot approve renewals until we receive payment and a list of names from NSH and IWK. Typically, these lists are received in mid-October.

Please ensure if you have already paid your dues through payroll deduction that you do not also pay by credit card. This double payment occurs multiple times each year and each double payment costs the College approximately \$16 in processing fees.

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 the Registrar at julieavery@nscmirtp.ca. In the event of a declared issue the College will review context prior to approving renewal.

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 your licence can be found under the "**My Application**" tab on the left-hand 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.

