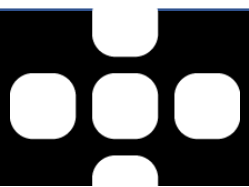




RENEWALS FOR 2026 INFORMATION GUIDE

Contents

CONTENTS	1
INTRODUCTION	2
ANNUAL REGISTRATION RENEWAL	2
ONLINE RENEWAL SYSTEM	2
IMPORTANT DATES TO REMEMBER	2
REFUNDS	2
PARTIAL YEAR LICENSING	2
GETTING READY	3
INFORMATION AND DOCUMENTS	3
SURRENDERING YOUR LICENSE	3
FILE TYPES	3
MY PROFILE LOG-IN INFORMATION	3
STARTING YOUR RENEWAL	4
PROFILE UPDATE	4
CONTACT INFORMATION	5
EDUCATION	5
PERSONAL LIABILITY INSURANCE (PLI)	5
EMPLOYMENT	5
SAVING YOUR PROGRESS	6
CONTINUING PROFESSIONAL DEVELOPMENT	6
PAYROLL DEDUCTION	8
CONDUCT DECLARATION	9
SUBMITTING YOUR RENEWAL	9
PRE-APPROVAL AND APPROVAL	9
PAYMENT	10
RECEIPTS AND LICENSE CARDS	10



Introduction

Renewals for 2026 will open on Nov 1st, 2025. 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 NSCMIRTP registration in good standing is an important legal obligation for all MIRTPs and DMSs practising in Nova Scotia. Under the NSCMIRTP Act and Regulations, all Regulator registrants are required to renew their registration each year to be legally authorized to practise as an MIRTP 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. Starting in 2025, the software platform is called Alinity.

Important Dates to Remember

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

- **November 1st, 2025:** The renewal system opens.
- **November 30th, 2025:** Renewals need to be submitted by this date.
- **December 1st, 2025:** Renewals submitted on or after this date are subject to an additional \$100 late fee.
- **December 3rd, 2025:** Payroll deduction list for 2026 to be generated. Renewals submitted after this date will not be added to this list. Anyone renewing after this date wishing to be on payroll deduction for 2026 will need to reach out to their payroll department directly to arrange deductions.
- **December 19th, 2025:** Renewals submitted after this date are not guaranteed to be processed prior to Dec 31st, 2025.
- **December 31st, 2025:** The online registration renewal system closes.
- **January 1st, 2026:** Registrants who have not renewed will have their licence suspended for nonpayment. They will no longer be legally allowed to practice as an MIRTP or DMS in the province, and their employers will be notified. Once a licence is suspended for nonpayment, individuals will need to go through the reinstatement process to regain licensing and pay an additional \$150 reinstatement fee.

Refunds

The policy of the Regulator is that refunds are not provided to registrants resigning during the year. There are only 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.

Partial Year Licensing

If you plan on resigning prior to July 1st, 2026, you can opt to apply for a partial year license for 2026. Cost of a partial year license is \$285. An example of where this may be indicated is for someone planning on taking parental leave before July 1st for the remainder of the year. You will not be able to select this option directly in the software for 2026. Please email info@nscmirtp.ca



if you wish to purchase a partial year license and your active period and invoice will be adjusted accordingly.

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.

You must purchase and have proof ready for PLI for 2026. You will be required to confirm start and end dates of the policy and upload the policy document.

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 2026 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.
- ☐ 2026 PLI coverage document
- ☐ Current address and contact information if changed.
- ☐ Valid credit card

Surrendering your License

If you are moving out of the province, retiring, or taking a leave of absence from your employment as an MIRTP or DMS, you may choose to Surrender your registration. You only need to maintain your registration when you are practising the profession in Nova Scotia. If you would like to Surrender your licence, this can be done through the renewal process as well.

File Types

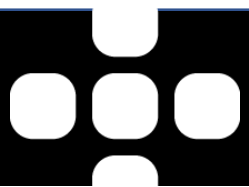
If you need to upload any documents while completing renewal, please note that they must be in PDF, PNG or JPEG format.

My Profile Log-in Information

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

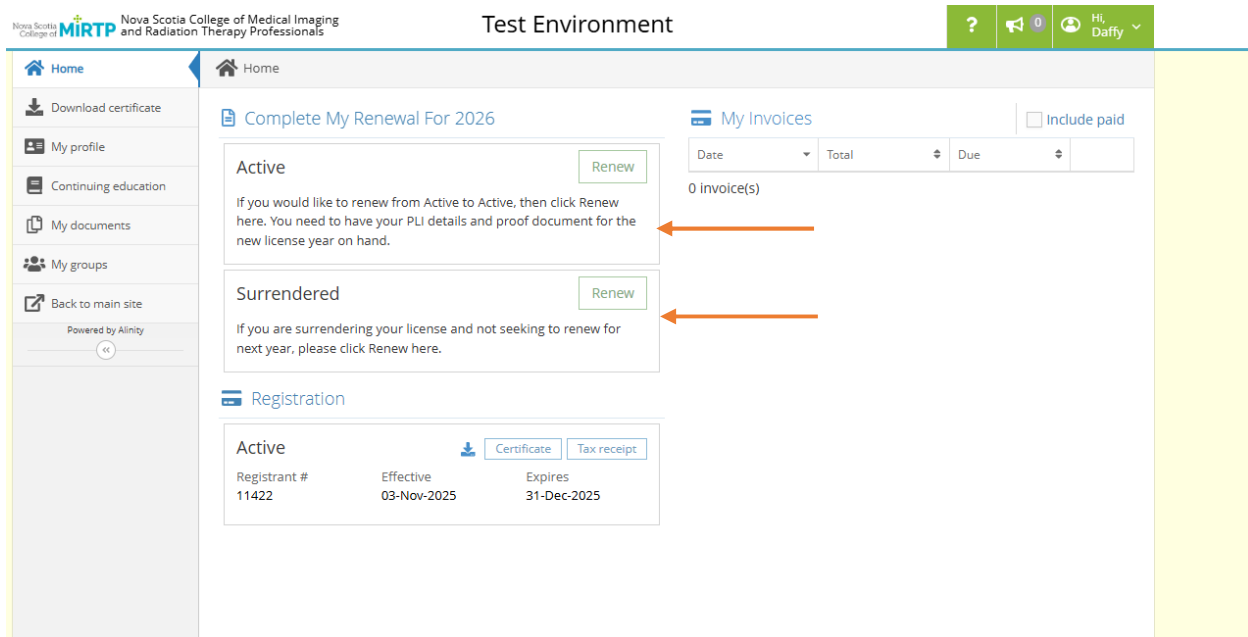
- **Username:** Your username is your email address that you registered with.
- **Password:** Is what you set when you registered.

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.



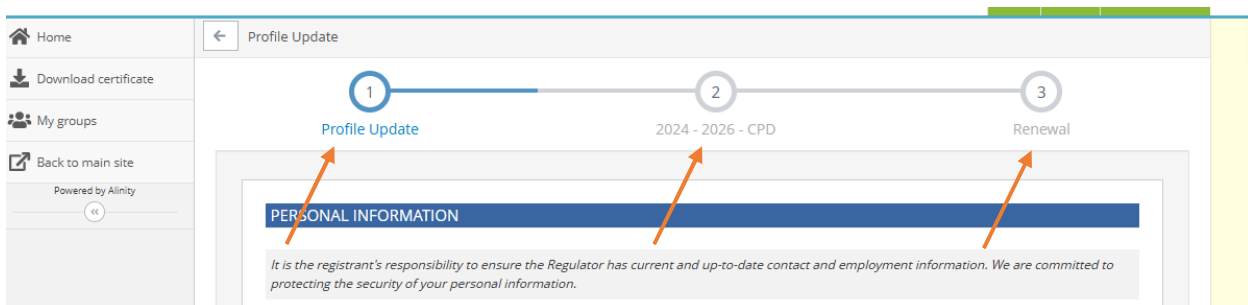
Starting your renewal

After logging into the registration platform, this is the first screen you will see:



Two pathways are identified. The top one is to Renew from an Active license to an Active license. The second choice is to Renew from Active to Surrendered. You would choose this if you will not be practicing in 2026.

Renewing is a three-step process: Profile update, CPD activity recording, and Renewal/Declaration.



Profile Update

Please also see NSCMIRTP release regarding performing Profile Updates in Alinity: <https://nscmirtp.ca/assets/documents/alinity-help-doc.pdf>

If your address has changed, enter the new information. Supporting documentation is not required for address changes. If your town or city is not listed, click on button for City Not Listed, and enter your city/town in the free text area.

Contact Information

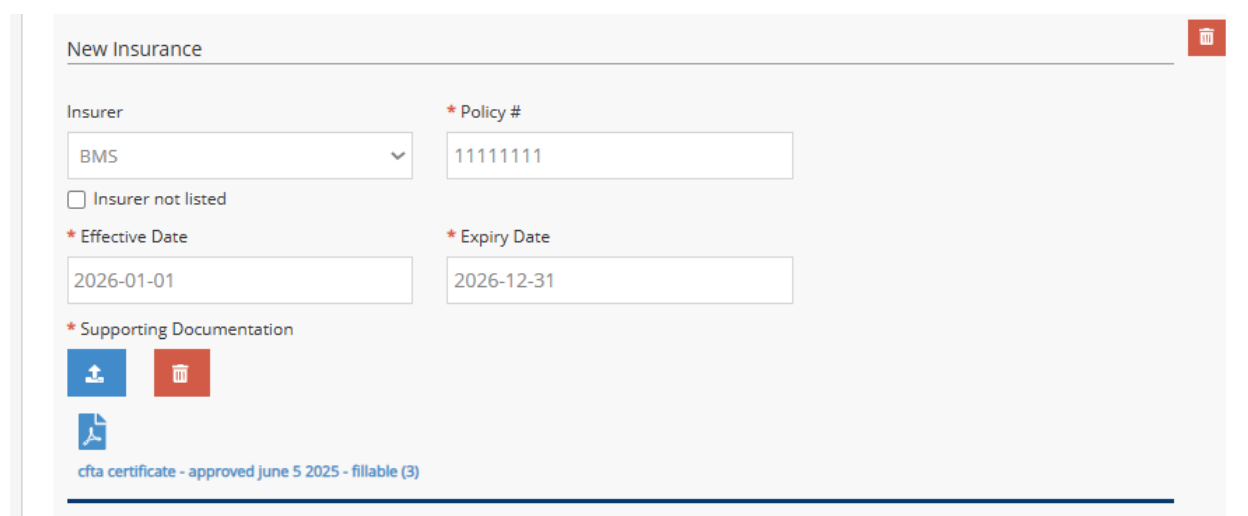
It is your responsibility as a regulated health professional to ensure your contact information is up to date. Email is the main method we use to communicate with our registrants. We recommend you use an email that you check regularly and using a personal email address rather than a work email address. If you need to make changes to your email address, you will need to contact info@nscmirtp.ca to make this change. Phone numbers can be updated by the registrant in this section.

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.

Personal Liability Insurance (PLI)

Your 2026 PLI information must be added, including provider, policy number, effective dates and a proof document. If your insurer is not listed, click on Insurer not listed and free text in the company's name.



The screenshot shows a web form titled "New Insurance" with a trash icon in the top right corner. The form contains the following fields and options:

- Insurer:** A dropdown menu with "BMS" selected.
- * Policy #:** A text input field containing "11111111".
- ☐ Insurer not listed
- * Effective Date:** A date input field containing "2026-01-01".
- * Expiry Date:** A date input field containing "2026-12-31".
- * Supporting Documentation:** A section with an upload icon (blue square with a white arrow) and a delete icon (red square with a white trash can).
- Below the icons is a document icon and the text "cfta certificate - approved june 5 2025 - fillable (3)".

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 using the Profile Update function.)



Saving Your Progress

Once all required fields are completed on the Profile Update, click **Next**. You can also save your progress and come back later by clicking **Save for Later**. You can save for later at any stage in the renewal process.

CONSENT

Are you interested in being contacted about volunteering opportunities?

☒ Yes ☐ No

Next

Save for later

Continuing Professional Development

By clicking **Next** in the above section, the software will move to the CPD stage.

Registrants are required to participate in the CPD program to maintain their registration. Our CPD cycle is a two-year cycle from November 1 to October 31, with 30 credits required every two years. If the year ending coincides with the end of a CPD two-year cycle, you will have to submit your CPD portfolio for the cycle in question to renew your licence for the following year. Detailed CPD program guides can be located on our website at: <https://nscmirtp.ca/registrants/professional-practice-and-cpd>

For renewal year 2026, you do not need to complete your CPD. The current cycle ends October 31, 2026, therefore renewals for 2027 will need to include the completion of your CPD requirement. When you renew for 2026, you should see your total required credits and your current valid credits (transferred from the previous registration software).

1

Profile Update

2

2024 - 2026 - CPD

3

Renewal

CPD Tracking

Categories

Name

Registration number

Reporting period

Albus Dumbledore

11425

2024-11-01 - 2026-10-31

REQUIREMENTS

This form is made available for registrants to keep track of their CPDs.

Total

Required Credits

Valid Credits

Status

15.00

0.00

Not met

Document Requirements

It is up to each registrant to keep any documentation (electronic or hard copies) pertaining to CPD activities. Not all activities will require verifiable proof. Many activities are difficult to provide this level of proof but still provide valuable learning. For example, you can provide a copy

At this point you can see what activities and corresponding credits you have on file and **Add** new activities.

Document Requirements

It is up to each registrant to keep any documentation (electronic or hard copies) pertaining to CPD activities. Not all activities will require verifiable proof. Many activities are difficult to provide this level of proof but still provide valuable learning. For example, you can provide a copy of a journal article that you read, but proof that you read it is more difficult. It is required that a minimum of 50% of CPD activities have verifiable proof such as a sign in sheet, signatures of students for preceptor hours, proof of course completion, quiz post LMS course etc.

Documentation Percentage

48

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM TRACKING

- Click ADD for each activity you want to add to your CPD.
- Clicking the delete icon will **permanently** delete the activity.
- For more information, [click here](#)

Add

Please enter your completed CPD by clicking the 'add' button.

PREVIOUSLY SUBMITTED AND APPROVED ACTIVITIES

Activities that were previously submitted and approved can be found below.

Activity	Credits	Start Date	End Date
Annual General Meeting (AGM)	2.00	2025-06-23	2025-06-23
Activity Summary			
KPI Training			
Self Reflection			
ere			

Activity	Credits	Start Date	End Date
Annual General Meeting (AGM)	1.00	2025-06-07	2024-06-07
Activity Summary			
NSCMIRTP AGM			
Self Reflection			
dfd			

After the renewal period is over, registrants will have a CPD menu item upon log-in to allow for the continued upload of CPD activities.

7| RENEWALS INFORMATION GUIDE

A decorative graphic in the bottom right corner consisting of a grid of white circles of varying sizes on a dark background.

Once you have completed reviewing your CPD and making any additions, you can move on to the final section by clicking on **Next**.

PREVIOUSLY SUBMITTED AND APPROVED ACTIVITIES

Activities that were previously submitted and approved can be found below.

PREVIOUSLY SUBMITTED AND APPROVED DOCUMENTS

< Categories >

Next Save for later

Payroll Deduction

There are two questions related to payroll deduction. If you were on payroll deduction for 2025 to pay for your 2026 license you must answer **Yes** and indicate your employer. Payment for your license renewal will be reconciled with the funds received from your employer. Please also indicate if you wish to be on payroll deduction for your 2027 dues, to be collected by your employer in 2026. NSCMIRTP will communicate this to your payroll department.

Member name Registration #

Albus Dumbledore 11425

* Are you on payroll deduction?

☒ Yes ☐ No

* Who is your employer?

-

* Do you want payroll deduction for next year?

☒ Yes ☐ No

* Who is your employer?

-

GOOD STANDING DECLARATIONS



Conduct Declaration

The next step are self-declaration questions regarding professional conduct. 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 ed-registrar@nscmirtp.ca, and note that your renewal will require review by the Regulator before it can be processed.

The screenshot shows a web form titled 'Conduct Declaration'. It contains three questions, each with a radio button for 'Yes' and 'No'. The 'No' option is selected for all three. Below the questions is a section titled 'DECLARATIONS' with a sub-section 'Application Acknowledgement'. This section contains a paragraph of text and a checkbox labeled 'I acknowledge and accept the above declaration', which is checked. At the bottom of the form, there is a 'WARNING' message and three buttons: 'Submit', 'Save for later', and 'Withdraw'. Three orange arrows point to these buttons from below the form.

Are you the subject of any current proceeding by a professional regulatory body in relation to professional misconduct, conduct unbecoming, incompetence, incapacity, or lack of fitness to practice, or any similar finding, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada? ☐ Yes ☒ No

Have you been the subject of a finding by any regulatory body for professional misconduct, conduct unbecoming, incompetence, incapacity, or lack of fitness to practice, or any similar finding, in Nova Scotia or in any other jurisdiction within Canada or outside Canada that you have not previously disclosed to NSCMIRTP? ☐ Yes ☒ No

Have you been terminated, or forced to resign from employment as a health professional for incompetence, unprofessional behaviour, incapacity or lack of fitness to practice, or any similar reason, whether in Nova Scotia or in any other jurisdiction within Canada or outside Canada that you have not previously disclosed to NSCMIRTP? ☐ Yes ☒ No

DECLARATIONS

Application Acknowledgement

I certify and solemnly declare that the contents of this Registration Application, including the Declaration and Disclosure of Information and all documents in support of this Registration Application, are true, correct and complete. I understand and agree that any false or misleading statement in this Registration Application, including within the Declaration and Disclosure of Information, may constitute professional misconduct and may result in disciplinary action by the NSCMIRTP.

☒ * I acknowledge and accept the above declaration

WARNING: Please make sure that all information entered is accurate before your final submission.

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. You can also choose **Save for Later**, and you can **Withdraw** your renewal altogether and start over.

Pre-Approval and Approval

NSCMIRTP will review your renewal application after it has been submitted. Your application may be retuned if there are questions or missing information. Once the application is complete, NSCMIRTP will pre-approve your renewal. It is not Active at this time; however, your 2026 license becomes Active once the invoice is paid. If you are on payroll deduction, no further action is required. NSCMIRTP will reconcile your invoice to the payment from your employer. If you are paying using a credit card, once you pay the invoice your 2026 license becomes Active.

Payment

Payment must be made by credit card or payroll deduction.

Credit card: Once NSCMIRTP pre-approves your license, you will receive an email directing you to log in to your Alinity account, at which point you will be presented with an invoice. This must be paid by credit card. The software does not store your credit card details once the transaction is complete.

Payroll Deduction: (Please also see the Payroll Deduction section above) If you have had NSCMIRTP dues deducted from your pay through 2025 by your employer (NSH or IWK), then please select payroll deduction as your method of payment during your renewal process. 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.

During the renewal process it will ask if you wish to participate in payroll deduction in 2026. If you answer yes then the NSCMIRTP will submit your name to your payroll department and payroll deduction typically appears on the 2nd cheque in January 2026.

Receipts and License Cards

Once approved, receipts for your licence and license cards can be found on your home page when you log into the platform. Current and reliable proof of registration status is through the [Public Roster](#). This portal is where employers and registrants should access licensing information as it is updated immediately upon a status change.

