Nova Scotia Regulator of MIRT

UNIFYING FOR A HEALTHY FUTURE

RENEWALS FOR 2027
INFORMATION GUIDE

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Introduction

Renewals for 2027 will open on Nov 1st, 2026. This guide was created for registrants of the Nova Scotia Regulator of Medical Imaging and Radiation Therapy (NSRMIRT) to provide details on every aspect of the renewal process.

Annual Registration Renewal

Maintaining your NSRMIRT registration in good standing is an important legal obligation for all MIRTs practising in Nova Scotia. Under the Regulated Health Professions Act and Regulations, all Regulator registrants are required to renew their registration each year to be legally authorized to practise as an MIRT in Nova Scotia.

Online Renewal System

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

Important Dates to Remember

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

- **November 1st, 2026:** The renewal system opens.
- **November 30th, 2026:** Renewals need to be submitted by this date.
- **December 1st, 2026:** Renewals submitted on or after this date are subject to an additional $100 late fee.
- **December 3rd, 2026:** Payroll deduction list for 2027 to be generated. Renewals submitted after this date will not be added to this list. Anyone renewing after this date and wishing to be on payroll deduction for 2027 must contact their payroll department directly to arrange deductions.
- **December 20th, 2026:** Renewals submitted after this date are not guaranteed to be processed prior to Dec 31st, 2026.
- **December 31st, 2026:** The online registration renewal system closes.
- **January 1st, 2027:** Registrants who have not renewed will have their licence revoked for nonpayment. They will no longer be legally allowed to practice as an MIRT in the province, and their employers will be notified. Once a licence is revoked for nonpayment, individuals must 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. Registrants who paid through payroll deduction in 2026 but are not renewing for 2027 will receive a full refund of the following year's dues.

Partial Year Licensing

If you plan to resign before July 1st, 2027, and will not be practicing for the remainder of the year, you may apply for a partial-year license for 2027. A partial-year license costs $285. An example is someone planning to take 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 2027. 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 preparing in advance, you can complete the online renewal process quickly and easily.

If your professional liability insurance (PLI) is expiring at the end of 2026, you must purchase and have proof of PLI ready for 2027. You will be required to confirm the 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:
 Alinity login information
 Employer information for all 2026 employment, including contact information and start and end dates (if applicable). If your employment status or position has changed, please update this information.
 2027 PLI coverage document
 Current address and contact information if changed
 For Internationally Educated registrants, an updated Work Permit or Permanent Resident card, if applicable
 Verify from an early- to mid-year employment pay advice if you were on payroll deduction

Surrendering your License

If you are moving out of the province, retiring, or taking a leave of absence from your employment as an MIRT, 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.

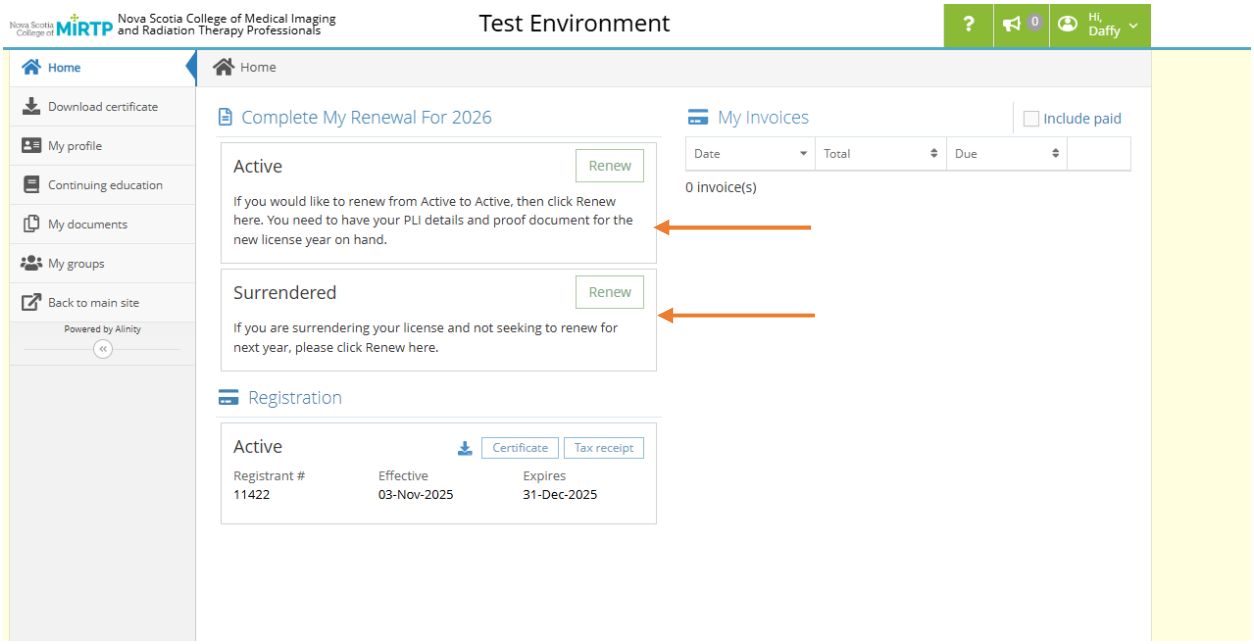
My Profile Log-in Information

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 the email address that you registered with.
• **Password:** 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.

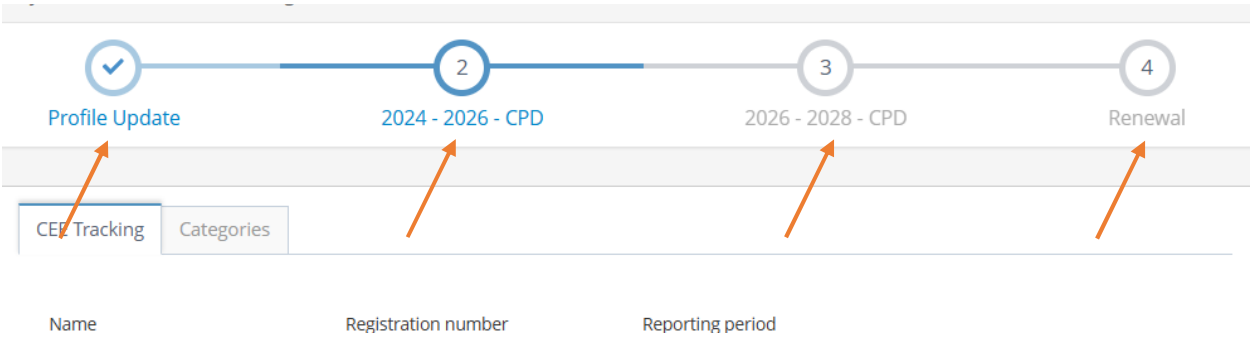
Starting your renewal

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 Active to Surrendered if you will not be practicing in 2027.

Renewing is a four-step process: Profile update, 2024-2026 CPD activity recording, 2026-2028 CPD activity recording and Renewal/Declaration.



Profile Update

Please also see NSRMIRT 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 the button for City Not Listed, and enter your city/town in the free text area.

If you are requesting a name change, supporting documentation is required, such as a marriage or divorce certificate.

Contact Information

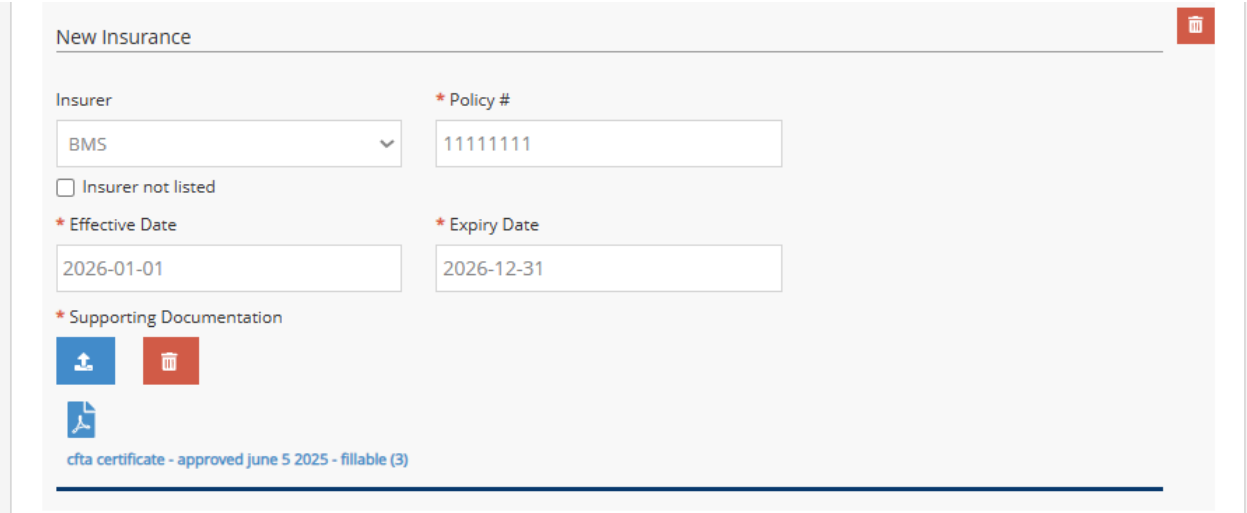
It is your responsibility as a regulated health professional to ensure your contact information is up to date. Email is the main way we communicate with our registrants. We recommend using an email you check regularly and a personal email address rather than a work email address. If you need to change your email address, contact info@nscmirtp.ca to have the numbers 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)

If your PLI expires at the end of 2026, your 2027 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.

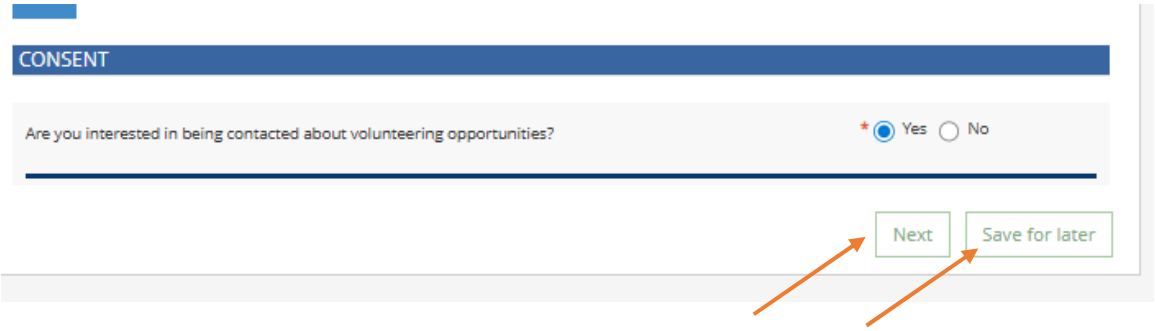


Employment

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

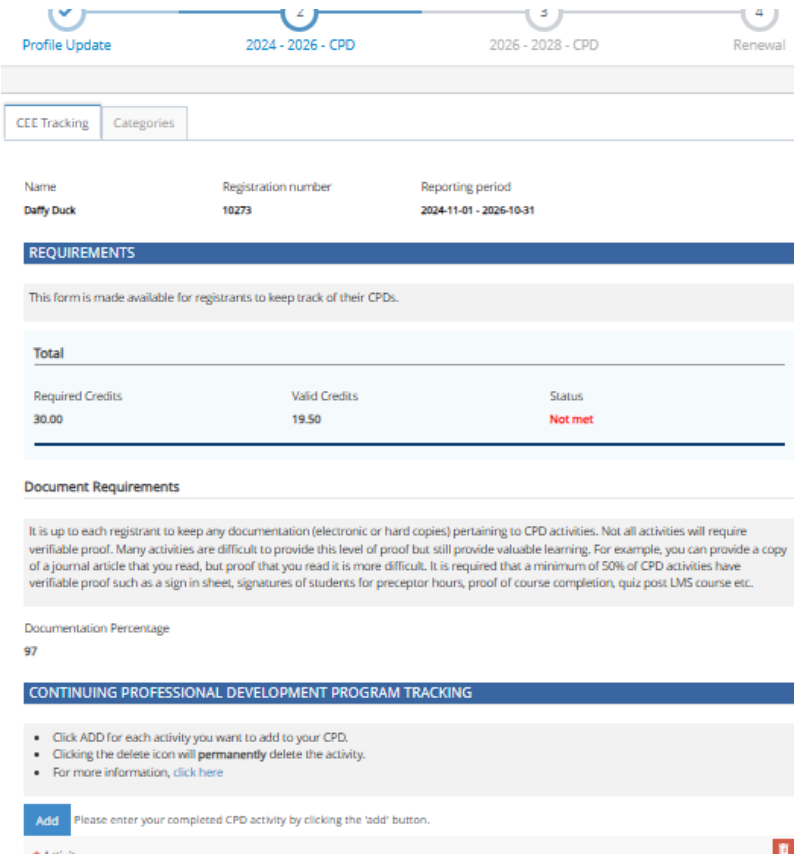
Once all required fields are completed on the Profile Update, click **Next**. You can also save your progress and come back later by clicking **Save for Later**. You can save for later at any stage in the renewal process.



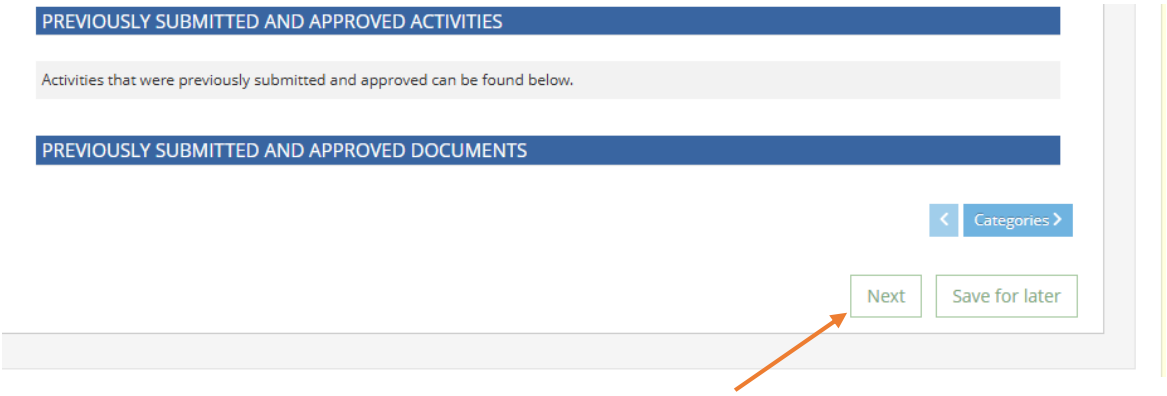
Continuing Professional Development

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 runs from November 1 to October 31 and requires 30 credits every two years. Detailed CPD program guides can be located on our website at: https://nscmirtp.ca/registrants/professional-practice-and-cpd



For the 2027 renewal year, you must add any final CPD credits for the 2024-2026 cycle, which ends October 31, 2026.
At this point, you can see what activities and corresponding credits you have on file and add new activities.

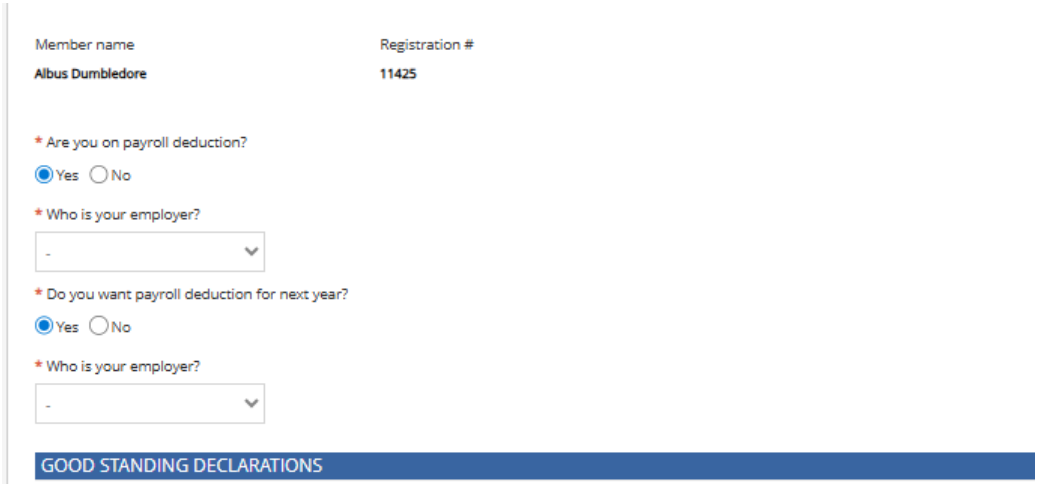


Once you've reviewed your 2024-2026 CPD and made any additions, click Next to move on to the 2026-2028 CPD section.

You can add any 2026-2028 credits acquired in November 2026 before renewing; however, this is not necessary at this time. These are entered in the exact same manner as the 2024-2026 credits. The *My CPD* menu item on your log-in screen can be accessed any time after renewal for this purpose.
To leave the 2026-2028 CPD section, click on **Next** at the bottom as in previous sections.

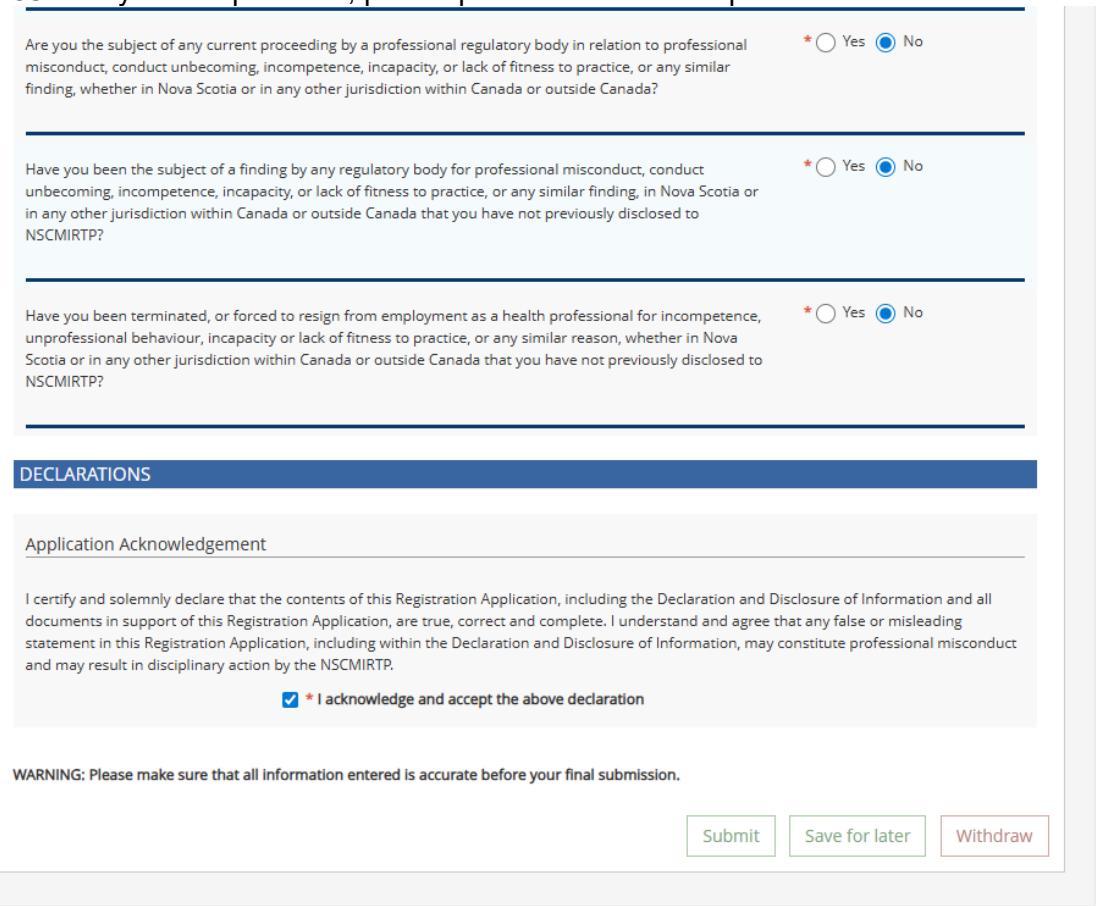
Payroll Deduction

In the final section, there are two payroll deduction questions. If you were on payroll deduction for 2026 to pay for your 2027 license, you must answer **Yes** and indicate your employer.
Payment for your license renewal will be reconciled with the funds NSRMIRT receives from your employer.
Please also indicate whether you want your employer to deduct your 2028 dues from your payroll in 2027. NSRMIRT will communicate this to your payroll department.



Conduct Declaration

The next step is the self-declaration questions regarding professional conduct. If you answer **Yes** to any of the questions, please provide a detailed explanation.



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

NSRMIRT will review your renewal application after it has been submitted. Your application may be returned if there are questions or missing information. Once the application is complete, NSRMIRT will pre-approve your renewal. It is not Active at this time. Your 2027 license becomes Active once you pay the invoice. If you are on payroll deduction, no further action is required. NSRMIRT will reconcile your invoice to the payment from your employer. If you are paying using a credit card, once you pay the invoice your 2027 license becomes Active.

Payment

Payment must be made by credit card or payroll deduction.

Credit card: Once NSRMIRT 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 NSRMIRT dues deducted from your pay through 2026 by your employer (NSH or IWK), then please select payroll deduction as your method of payment during your renewal process. If you are unsure whether you were part of payroll deduction, check any pay statements dated before the end of August. If you participate 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 2027. If you answer yes, then the NSRMIRT will submit your name to your payroll department and payroll deduction typically appears on the 2nd cheque in January 2027.

Receipts and License Cards

Once approved, you can find receipts for your licence and license cards on your home page when you log in to the platform. Current and reliable proof of registration status is available through the Public Roster. This portal is where employers and registrants should access licensing information, as it is updated immediately upon a status change.