

	LATE REGISTRATION POLICY
	Date Effective: September 2018
	Revised: December 2021, December 2024
	Next Review Due: December 2027

Purpose

To describe the processes that the College will undertake at the time of late registration renewal.

1.0 Policy

- 1.1 The registration renewal period for all registrants is September 1st – October 1st.
- 1.2 If the registrant does not complete their registration renewal requirements during the renewal period, they must pay the associated late fees, as described in the Bylaws, in addition to the annual registration renewal fee.
- 1.3 The late registration renewal period is between October 2nd – October 31st.
- 1.4 If the registration is not renewed by October 31st, the person is no longer on the register and is no longer a member of the College.
- 1.5 When the College becomes aware (after October 31st) that a past member has not completed their registration requirements and their intention was to register for the current registration year, the Coordinator of Regulatory Services (CRS) or Registrar will ascertain whether or not they are currently employed and working as an RN, NP, RPN, or RM.
- 1.6 If the former member is currently employed and scheduled to work during the immediate upcoming days/weeks, they are required to inform their employer and cease their work schedule immediately.
- 1.7 The former member is required to complete the reinstatement application, CCP, provide a Criminal Record Check, obtain records of hours from their employers for the past 3 years, pay the associated fees, including a reinstatement application fee as described in the and Bylaws.

- 1.8 The former member cannot return to work until all reinstatement processes are complete and the College has issued a registration certificate.
- 1.9 If a member has not registered but has been working, refer to CRNMPEI's Unauthorized Practice Policy.