

College of Paramedics of Nova Scotia

Registration and Licensure Policies – Table of Contents

1.0	Register	2
2.0	Rosters	5
3.0	Licensure Criteria & Application (All Applicants)	8
3.1	Licensure Criteria PCP Graduates who have not yet passed the Entry-to-Practice Examination	11
3.2	Restricted Temporary ACP Licensure Criteria for International Applicants Eligible for an Expedited Pathway to Registration and Licensure	14
3.3	Licensure Criteria EMR Graduates who have not yet passed the Entry to Practice Examination	18
4.0	Initial Registration Criteria & Application (All Applicants)	21
5.0	Provincial Entry to Practice Examinations for Classes of Licensure	24
6.0	Absence from Paramedic Practice	26
7.0	Documentation Requirements and Expiry Dates for Applications	28
8.0	Proof of Legal Name and Identity	32
9.0	Professional Liability Insurance Requirements	33
10.0	Criminal Record Check with Vulnerable Sector Check	35
11.0	Good Character Requirement	37
12.0	Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements	40
13.0	Applicant and Registrant Fees	42
13.1	Fee Payments	45
14.0	Continuing Competency Program Requirements	46
15.0	Annual License Renewal Requirements & Non-compliance Outcomes	51
16.0	Competency Assessment for Applicants: 1) without practice experience; and 2) without completion of a Council approved entry-to-practice examination	55
17.0	Registration & Licensure Decisions of the Registrar	57
18.0	Review of Registration & Licensure Decisions of the Registrar by the Registration Committee	59
19.0	Appeal of Registration & Licensure Decisions of the Registration Committee by the Registration Appeal Committee	62

Policy Name:	The Register		
Policy Number:	Registration and Licensure - 1.0		
Version Number:	1	Date first Approved:	28/11/2017
Approved by:	Council	Effective Date:	28/11/2017
Version Date:	01/29/2022	Next Review Date:	DD/MM/YYYY

DEFINITIONS

1. "Register" means the Register of the College kept pursuant to this Act.

POLICY STATEMENT

1. The Executive Director/Registrar will record the names of every person who satisfies the criteria for registration, in the Register.
2. The Register will be a database maintained by the Registrar (**College By-Law 36.1**)
3. On an annual basis and according to the regulations, the Registrar will publish a list that includes the names of those who are listed in the Register. This list will be produced and maintained within the College's database. **Paramedics Act 32(1)**
4. In addition to the registrant's name, the Register must include the following information regarding each registrant:
 - 4.1. Date of birth;
 - 4.2. Name and location of paramedic program completed by the registrant;
 - 4.3. Year of graduation from the paramedic program;
 - 4.4. Date of entry in the Register;
 - 4.5. Registration number. **Paramedics Act 25(1) Paramedics Regulation 5(1)**
5. The Register will have separate rosters for each category of a class of license. **Paramedics Regulation 5(2)**
6. The Registrar shall change a paramedic's entry in the Register if:
 - 6.1. information has been entered incorrectly;
 - 6.2. the registrant dies;
 - 6.3. the registration of the registrant has been revoked;
 - 6.4. an investigation committee, as part of an informal resolution of a complaint, or the Hearing Committee authorizes the resignation of the registrant from a register; or
 - 6.5. the Registrar, as part of an informal resolution of a complaint or otherwise, has at the request of the registrant, authorized the resignation of the registrant. **Paramedics Act 26(1)**

7. A paramedic shall cease to be a registrant and have their name removed from the register when:
 - 7.1. the registrant dies;
 - 7.2. the registration of the registrant has been revoked;
 - 7.3. an investigation committee, as part of an informal resolution of a complaint, or the Hearing Committee authorizes the resignation of the registrant from a register; or
 - 7.4. the Registrar, as part of an informal resolution of a complaint or otherwise, has, at the request of the registrant, authorized the resignation of the registrant. **Paramedics Act 26(2)**

8. A paramedic's name maybe restored in the Register when:
 - 8.1. The registrant applies to have their name restored in the register, by the panel or Registrar, who originally authorized the paramedic's resignation also authorized the person to reapply for registration. **Paramedics Act 28(1)**
 - 8.2. Their registration has been revoked and, only, the Reinstatement Committee determines that it may be restored; if this occurs the registration will be subject to any conditions or restrictions directed by the Reinstatement Committee. **Paramedics Act 28(2)**
 - 8.3. If a registrant's name is restored in the Register based on policy statements 8.1 or 8.2, any conditions or restrictions previously imposed on the registrant license that have not expired will remain in effect on any new license issued to the registrant. **Paramedics Regulation 97**

9. When a licensing sanction has been issued by an investigation or a hearing panel the Registrar will, subject to any publication ban, make such entries on the Register as required by the regulations. **Paramedics Act 83(1)(a)**

10. When a registrant's suspension expires, conditions imposed on them are satisfied, or the restrictions imposed on them are removed, the Registrar will make the appropriate entries in the Register. **Paramedics Act 84(1)(3)(a)**

PROCEDURE

N/A

RELATED DOCUMENTS

Paramedics Act 2(2), 21(2),
Paramedics Regulation Schedule "A"
Paramedics Regulation Schedule "B" -
Policy
Forms

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Rosters		
Policy Number:	Registration and Licensure – 2.0		
Version Number:	1	Date first Approved:	28/11/2017
Approved by:	Council	Effective Date:	28/11/2017
Version Date:	01/29/2022	Next Review Date:	DD/MM/YYYY

DEFINITIONS

1. "roster" means the record of a class of licence or a category of licence established pursuant to this Act or the regulations; Paramedics Act 2(1)(zk)

POLICY STATEMENT

1. The Executive Director/Registrar will ensure a separate roster for each category of license is created and maintained. **Paramedics Regulation 5(2)**
2. There will be four (4) classes of licenses consisting of:
 - 2.1. Primary care paramedic;
 - 2.2. Intermediate care paramedic; subject to the limitations set out in Section 18 of the Paramedics Regulations;
 - 2.3. Advanced care paramedic;
 - 2.4. Critical care paramedic. **Paramedics Regulation 3**
3. Each class of license will have four (4) categories consisting of:
 - 3.1. Practicing;
 - 3.2. Restricted practicing;
 - 3.3. Temporary;
 - 3.4. Restricted Temporary. **Paramedics Regulation 4**
4. All the following information, for each person licensed to practice, must be included in the record that is available to the public;
 - 4.1. The registrant's name and registration number;
 - 4.2. The registrant's class and category of licence;
 - 4.3. Any conditions or restrictions on the registrant's licence, if the Registrar determines it is in the public interest to make the conditions or restrictions available to the public;
 - 4.4. Details of any licensing sanction imposed on the registrant, subject to any publication ban. **Paramedics Regulation 7**

5. Each roster will be developed electronically from the information contained within the College's registrant database and shall be accessible to the public through a searchable portal on the College's website. **Paramedics Act 23**
6. The Registrar shall remove the name of a registrant from a roster;
 - 6.1. if information has been entered incorrectly requiring the removal of the registrant's name;
 - 6.2. if the registrant no longer meets the criteria for entry on the roster;
 - 6.3. at the request of the registrant, if approved by the Registrar;
 - 6.4. for non-payment of fees or other assessments levied pursuant to this Act or the regulations;
 - 6.5. if the licence of the registrant has been suspended, for the term of the suspension;
 - 6.6. if the registration of the registrant has been revoked;
 - 6.7. if an investigation committee, the Hearing Committee, or the Registrar authorizes the resignation of the registrant from the Register; or
 - 6.8. if the registrant dies. **Paramedics Act 27(1)**
7. The Registrar shall, also remove the name of a registrant from a roster if;
 - 7.1. The registrant enters into an interim agreement and undertakes not to practice until the terms and conditions of the interim agreement have been satisfied, additionally, any terms, conditions or restrictions in the agreement must be noted on the registrant's license and in the College's records. **Paramedics Regulations 61(4)(5)**
 - 7.2. The registrant enters into a remedial agreement and undertakes not to practice until the terms and conditions of the remedial agreement have been satisfied, additionally, any terms, conditions or restrictions in the agreement must be noted on the registrant's license and in the College's records. **Paramedics Regulations 62(3)(4)**
 - 7.3. The Registrar is directed to do so by a hearing panel who finds professional misconduct, conduct unbecoming, incompetence, or incapacity on the part of the respondent and
 - 7.3.1. Revokes the respondent's registration or license; **Paramedics Regulations 83(a)**
 - 7.3.2. Authorizes the respondent to resign; **Paramedics Regulations 83(c)**
 - 7.3.3. Suspends the respondent's license for a specified period of time; **Paramedics Regulations 83(d)**
8. If a hearing panel finds professional misconduct, conducting unbecoming, incompetence, or incapacity on the part of a respondent, the panel may reprimand the respondent and direct that the reprimand be recorded in the records of the College. **Paramedics Regulations 83(h)**
9. Subject to any publication ban in existence, where a licensing sanction has been issued by the investigative panel or a hearing panel, the Registrar shall, make such entries on the roster of the registrant as required by the regulations. **Paramedics Act 83(1)**
10. The Registrar shall make the appropriate entry in the roster, when a registrant has paid the prescribed fee and a period of suspension on the registrant expires, the conditions imposed

on the registrant are satisfied or the restrictions imposed on the registrant are removed if the registrant otherwise meets the criteria for the issuing of a license. **Paramedics Act 84(1)(2)(3)**

11. An investigation committee may authorize a respondent to resign from any relevant roster, subject to the approval of Council. **Paramedics Regulations 67(4)(f)**
12. A person's name maybe restored in the appropriate roster when:
 - 12.1. The person removed from a roster according to policy statement 6.1, 6.2, 6.3, 6.4, or 6.5 provides payment of the fee set out in the by-laws; and complies with the Paramedics Act and Regulations. **Paramedics Act 27(2)(a)(b)**
 - 12.2. An Investigation Committee, the Hearing Committee, or the Registrar, as the case may be, who authorized the resignation of the registrant from the roster also authorized the person to reapply for registration. **Paramedics Act 28(1)**
 - 12.3. The Reinstatement Committee determines that the revoked registration of a registrant may be restored, subject to any conditions or restrictions that the Reinstatement Committee directs. **Paramedics Act 28(2)**
13. Upon restoration of a person's name to a roster, according to policy statements 12.1, 12.2 or 12.3, any conditions or restrictions previously imposed on the person's license that have not expired remain in effect on any new license issued to the person. **Paramedics Regulation 6, 97**

PROCEDURE

N/A

RELATED DOCUMENTS

Paramedics Act 2(2), 21(2),
Paramedics Regulation Schedule "A"
Paramedics Regulation Schedule "B" -
Policy
Forms

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Licensure Criteria & Application (All Applicants)		
Policy Number:	Registration and Licensure – 3.0		
Version Number:	1	Date first Approved:	12/14/2017
Approved by:	Council	Effective Date:	12/14/2017
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “Bridging education” means an education program approved by the Council to address gaps in competencies that are identified through a competence assessment or through information provided by the registrant or applicant for registration. Paramedics Regulation 17(4)
2. "licence" means a valid and subsisting licence issued in accordance with the Paramedics Act and Regulations that authorizes the holder of it to practise paramedicine. Paramedics Act 2 (t)
3. “Official documentation” means a document that has been sent in a sealed envelope, or via electronic means acceptable to the College, directly to the College by the issuing authority.
4. "Roster" as defined in Policy 2.0 Rosters.
5. “Labour Mobility Applicant”- means an individual who is not only registered but licensed to practice paramedicine in another Canadian Jurisdiction.

POLICY STATEMENT

1. The Registrar, the Registration Committee and the Registration Appeals Committee are responsible for making licensing decisions for the College. **Paramedics Regulation 24(4)**
2. To be eligible for a license in any roster the applicant must have met all the criteria for registration. *(See Policy 4.0 Initial Registration Criteria & Application – All Applicants)*
3. All applicants, for entry in a roster for any class of license, in addition to paying the applicable fee, must:
 - 3.1. Provide official documentation for any records or reports required as part of the registration application. *(See Policy 7.0 Documentation Requirements and Expiry Dates for Applications)*
 - 3.2. Be the person named in the documentation submitted in support of the application. **Paramedics Regulation 16(1)(a)(ii)** *(See Policy 8.0 Proof of Legal Name and Identity)*
 - 3.3. Be a Canadian citizen, or legally entitled to live and work in Canada; **Paramedics Regulation 17(2)(e)**

- 3.4. Not be restricted or prohibited from practicing paramedicine through the decision of any adjudicating body or through voluntary agreement, or otherwise, unless they are applying for a restricted practicing or restricted temporary license. **Paramedics Regulation 17(2)(g)**
- 3.5. Have the current capacity, competence and character to safely and ethically practice paramedicine; **Paramedics Regulation 17(2)(h), CFTA 705(3)(e)**
- 3.6. If applicable, have the professional liability insurance required under section 38 of the Paramedics Regulations. **Paramedics Regulation 17(2)(f)**
- 3.7. Meet all of the requirements for licensure within 1 calendar year of completing a paramedic program, otherwise they must be referred to the Registration Committee and the applicant must complete any competency assessment or paramedic refresher program as the Committee directs. **Paramedics Regulation 17(5)**
- 3.8. If they have been absent from the practice of paramedicine, in any jurisdiction, for 2 years or longer, other than a person whose license has been revoked, must comply with section 13 of the Paramedics Regulations. **Paramedics Regulation 17(2)(i)** (*See Policy 6.0 Absence from Paramedic Practice*)
4. For language proficiency:
 - 4.1. A new to practice applicant must demonstrate proficiency in the English language; **Paramedics Regulation 17(2)(d);**
 - 4.2. A labour mobility applicant must demonstrate proficiency in English as a condition of registration and licensure if no equivalent language proficiency requirement was imposed on, and satisfied by, the applicant in their current licensing jurisdiction. **CFTA Article 705(4)(C) Paramedics Regulation 17(2)(d)**
5. Applicants who are new graduates from any class of licensure program will be required to:
 - 5.1. Be a graduate from a paramedic program for the relevant class roster;
 - 5.2. Be a graduate from an education program, that in the opinion of the Registration Committee, qualifies the applicant to be a paramedic or equivalent in the jurisdiction of the program **Paramedics Regulation 17(2)(a)**, in which case this type of graduate must complete any competency assessment required by the Registrar or the Registration Committee and any “bridging education” arising from that assessment; **Paramedics Regulation 17(3) or**
 - 5.3. Complete an entry to practice examination approved by the Council for the class of licensure applied for, if an exam has been approved by Council. **Paramedics Regulation 17(2)(b)** (*See Policy 5.0 Provincial Entry to Practice Examinations for Classes of Licensure*)
6. For entry in a roster in the critical care paramedic class of licensure, the applicant must
 - 6.1. Hold a license as a practicing advanced care paramedic, **Paramedics Regulation 17(2)(c)(i) and**
 - 6.2. Have completed an advanced care paramedic program and any additional education program in critical care paramedicine approved by the Council. **Paramedics Regulation 17(2)(c)(ii)**

7. For the intermediate care class of licensure;
 - 7.1. For a person to be entered into the roster they must;
 - 7.1.1. Have been registered under the Emergency Health Services Act, of Nova Scotia, in the 12 months immediately before the Paramedics Act (2015) coming into force **Paramedics Regulation 18(1)(a);** or
 - 7.1.2. As a person registered under the Emergency Health Services Act in the 12 months immediately before, but not on the date of, the coming into force of the Paramedics Act. **Paramedics Regulation 18(1)(b);**
 - 7.2. An intermediate care paramedic who wishes to change their class of license may apply to the Registrar for a license in either the primary care paramedic or advanced care paramedic class of licensure only. **Paramedics Regulation 18(2).**
8. The Registrar must refer an application for registration, or licensure to the Registration Committee if;
 - 8.1. There is any issue regarding whether the applicant meets the criteria for licensure. **Paramedics Regulation 12(1)**
 - 8.2. An applicant does not meet all the requirements for registration and licensure within 1 calendar year of completing a paramedic program, the applicant must complete any competence assessment or paramedic refresher program as the Committee directs. **Paramedics Regulation 17(5)**
9. If the Registrar determines that an applicant does not meet the criteria for licensure and denies the application or imposes conditions or restrictions on the license, the Registrar must notify the applicant by providing the applicant with a written decision with reasons and informing the applicant of their right to have the decision reviewed by the Registration Committee. **Paramedics Act 31, Paramedics Regulation 12(2)(a)(b)**

PROCEDURE

TBD

RELATED DOCUMENTS

Canada Free Trade Agreement

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B" -

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Licensure Criteria PCP Graduates who have not yet passed the Entry to Practice Examination		
Policy Number:	Registration and Licensure – 3.1		
Version Number:	1	Date first Approved:	01/29/2022
Approved by:	Council	Effective Date:	01/29/2022
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “Indirect supervision” means the ongoing monitoring of the practice of a PCP graduate by a paramedic who has held a practicing license for at least the past 2 years whose scope of practice and availability enables them to provide immediate support and intervention to a patient when required.
2. “PCP exam” means the Canadian Organization of Paramedic Regulators (COPR) PCP examination.
3. “PCP graduate” for purposes of this policy means a person who has graduated from a PCP paramedic program recognized by Council under section 35 of the regulations and has not yet passed the examination approved by Council for the PCP class of licence.

POLICY STATEMENT

1. A PCP graduate who has been issued a restricted temporary licence may engage in practice under indirect supervision prior to passing the PCP exam, but only for such period of time and under such conditions as set out in this policy.
2. The Registration Committee directs the Registrar to register and to issue a restricted temporary licence to a PCP graduate who meets the criteria in regulation 31 and the content of this Policy.
3. The criteria in regulation 31 will be met when the applicant:
 - 3.1. completes the required form and pays the required fee;
 - 3.2. is a PCP graduate;
 - 3.3. has met the requirements of regulation 16 (See College policy Initial Registration Criteria & Application (All Applicants, and regulation 17(2)(a),(d),(e),(h) and (i) (See College policy 3.0 Licensure Criteria & Application (All Applicants))
 - 3.4. holds required professional liability insurance;
 - 3.5. has applied to write the first scheduled PCP exam following graduation from their paramedic program and provided proof of that application to the Registrar.

4. Where an applicant meets the criteria in policy statement 3, the Registrar shall register the applicant and issue a restricted temporary licence to the applicant for such period of time as set out in policy statement 5.
5. The restricted temporary licence shall expire and cease to be valid on the earliest of any of the following:
 - 5.1. the applicant successfully passing the PCP exam, and applying for and being issued another form of licence;
 - 5.2. the applicant failing the first writing of the PCP exam and failing to provide proof to the Registrar within 5 calendar days that they have applied to write one of the next two available sittings of the exam;
 - 5.3. the applicant failing the second writing of the PCP exam and failing to provide proof to the Registrar within 5 calendar days that they have applied to write one of the next two available sittings of the exam;
 - 5.4. within 24 hours of the applicant receiving notice of failure of the third writing of the PCP exam;
 - 5.5. the date the licence holder surrenders their licence to the Registrar
 - 5.6. one year from the date the applicant passed the PCP paramedic program without successful completion of the PCP exam.
6. For clarity, if the holder of a restricted temporary licence fails the PCP exam three times and is provided with any further opportunity to write the PCP exam, that person is not eligible to apply for or to hold a restricted temporary licence.
7. The registration of the licence holder will be deemed revoked in the event the provisions of policy statement 5 apply, other than policy statement 5.1.
8. The restricted temporary licence shall include the following conditions:
 - 8.1. The licence holder must practice only under indirect supervision as defined in this policy;
 - 8.2. The licence holder, where applicable, must provide the College with proof of registration for the writing of the PCP exam as set out in article 5.2 or 5.3 within 5 calendar days of receiving notice of the failure of the writing of the previous offering of the exam;
 - 8.3. The licence holder must provide immediate notification in writing to their employer and the Registrar of any failure of the exam;
 - 8.4. The licence holder must provide immediate notification to the Registrar of the successful passing of the PCP exam, and immediately initiate an application for registration and a new category of licence.
9. The only title authorized for use by the holder of a PCP restricted temporary licence is "Paramedic Graduate". Without limiting the foregoing, the holder of a PCP restricted temporary licence is not entitled to call themselves a PCP, or Primary Care Paramedic.
10. In the event the restricted temporary licence expires in accordance with policy statement 5 and the holder of the licence continues to practice, that person is subject to fines and other penalties for practising without a licence as set out in the *Paramedics Act*.

11. Failure of any person to comply with this policy will result in the initiation of a Registrar's complaint.

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B" -

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

College of Paramedics of Nova Scotia

Policy Name:	Restricted Temporary ACP Licensure Criteria for International Applicants Eligible for an Expedited Pathway to Registration and Licensure		
Policy Number:	Registration and Licensure – 3.2		
Version Number:	1	Date first Approved:	01/11/2024
Approved by:	Council	Effective Date:	01/11/2024
Version Date:	01/11/2024	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “Bridging Education” is defined in RL Policy 3.0 Licensure Criteria & Application (All Applicants).
2. “Expedited Pathway” refers to the College’s registration and licensing process by which an applicant authorized to practise in an international jurisdiction approved by the Council will not be required to have their individual educational credentials assessed by the College or a third-party.
3. “Indirect Supervision” is defined in RL Policy 3.1 Licensure Criteria PCP Graduates who have not yet passed the Entry to Practice Examination.
4. “Provincial Entry to Practice Exam (PEPE)” is defined in RL 5.0 Policy Provincial Entry to Practice Examination for Classes of Licensure.

POLICY STATEMENT

1. The Council may approve an Expedited Pathway for applicants from an international jurisdiction when sufficient information demonstrates to the Council’s satisfaction that there are no substantial differences between the College’s regulatory requirements and the regulatory requirements of the international jurisdiction.
 - 1.1. Information the Council may consider in approving an Expedited Pathway includes, but is not limited to, regulatory systems and principles, paramedic registration and licensure requirements, competencies, scope of practice, education curricula and accreditation standards.
2. The international jurisdictions from which applicants are eligible for an Expedited Pathway include:
 - 2.1. Australia.
3. An applicant will have any practice limitation, restriction, or condition imposed by their current jurisdiction assessed for equivalency by the College and have an equivalent practice limitation, restriction or condition applied to their registration and/or licensure with the College.

College of Paramedics of Nova Scotia

- 3.1. An applicant will be refused registration and/or licensure if the College cannot identify a provision for applying an equivalent limitation, restriction, or condition.
4. An applicant who has been issued a restricted temporary licence by the College in accordance with this policy may engage in the practice of paramedicine in Nova Scotia under Indirect Supervision prior to passing the ACP Provincial Entry to Practice Exam, but only for such period of time and under such conditions as may be determined by the College, as well as those set out in this policy.
5. The Registration Committee directs the Registrar to register and to issue a restricted temporary licence to an applicant applying under a Expedited Pathway who meets the criteria in section 31 of the Paramedics Regulations and the content of this policy.
6. The criteria in section 31 of the Paramedics Regulations will be met when the applicant:
 - 6.1. completes the required form and pays the required fee;
 - 6.2. provides proof satisfactory to the College that the applicant is authorized to practise as a paramedic in an international jurisdiction that the Council recognizes for an Expedited Pathway;
 - 6.3. completes a self-assessment against the College's Essential Competencies Profile for ACPs for the purpose of determining the applicant's competencies;
 - 6.4. has met the requirements of section 16 of the Paramedics Regulations (See College policy 4.0 Initial Registration Criteria & Application (All Applicants))¹;
 - 6.5. has met the requirements of sections 17(2)(d), (e), (h) and (i) of the Paramedics Regulations (See College policy 3.0 Licensure Criteria & Application (All Applicants));
 - 6.6. holds the required professional liability insurance;
 - 6.7. has provided the College with a letter of their intent to:
 - 6.7.1. Apply for ACP Bridging Education within six (6) months of licensing with the College.
 - 6.7.2. Complete the necessary ACP Bridging Education within eighteen months of licensing with the College.
 - 6.7.3. Write the first available ACP Provincial Entry to Practice Exam upon completing the ACP Bridging Education described in the above policy statement.
7. Where an applicant meets the criteria in policy statement 6, the Registrar shall register the applicant and issue a restricted temporary licence to the applicant for such period of time as set out in policy statement 8.
8. The restricted temporary licence shall expire and cease to be valid on the earliest of any of the following:
 - 8.1. the expiration date stated on the licence, if applicable;

¹ College RL Policy 4.0 requires an applicant to provide the College with a criminal record check, with vulnerable sector screening, from a Canadian police force. An applicant applying from an international jurisdiction may also be required to provide a criminal record check from their home jurisdiction.

College of Paramedics of Nova Scotia

- 8.2. the date the applicant successfully passes the ACP Provincial Entry to Practice Exam, and is issued another form of licence by the College;
 - 8.3. the applicant failing to complete an ACP Bridging Education within eighteen months of licensing with the College.
 - 8.4. 5 calendar days after the applicant fails the first writing of the ACP Provincial Entry to Practice Exam, unless the applicant provides proof satisfactory to the Registrar that they have applied to write the next available sitting of the exam;
 - 8.5. 5 calendar days after the applicant fails the second writing of the ACP Provincial Entry to Practice Exam, unless the applicant provides proof satisfactory to the Registrar that they have applied to write the next available sitting of the exam;
 - 8.6. immediately upon the applicant receiving notice of failure of the third writing of the ACP Provincial Entry to Practice Exam;
 - 8.7. the date the paramedic surrenders their licence to the Registrar;
 - 8.8. one year from the date the applicant passed the ACP Bridging Education without successful completion of the ACP Provincial Entry to Practice Exam.
9. For clarity, if a registrant with a restricted temporary licence fails the ACP Provincial Entry to Practice Exam three times and is provided with a further opportunity to write the exam, that person is not eligible practise or to apply for or to hold a restricted temporary licence.
10. The Registration Committee directs the Registrar to extend the term of a restricted temporary licence were determined appropriate in the Registrar's discretion, as long as the registrant continues to satisfy the criteria in section 31 of the Paramedics Regulations and the content of this policy.
11. The restricted temporary licence shall include the following conditions and restrictions:
 - 11.1. The registrant must not practise until the College confirms in writing that the registrant is eligible to work in Canada;
 - 11.2. The registrant must not practise until the College confirms in writing that the registrant has obtained acceptable professional liability insurance;
 - 11.3. The registrant must not perform any aspect of paramedic practice for which they are not individually competent. These aspects will be identified by the College with reference to the ACP Essential Competencies and the registrant's self-assessment at the time of initial licensure;
 - 11.4. The registrant may only practise under Indirect Supervision as defined in this policy. For clarity, the supervising paramedic must be an ACP;
 - 11.5. The registrant must provide the College with proof of enrolment in the ACP Bridging Education within six (6) months of licensing with the College;
 - 11.6. The registrant must provide immediate notification in writing to their employer and the Registrar in the event they fail to complete the ACP Bridging Education within eighteen (18) months of licensing with the College;
 - 11.7. The registrant, where applicable, must provide the College with proof of registration for the writing of the ACP Provincial Entry to Practice Exam as set out in

College of Paramedics of Nova Scotia

article 8.4 or 8.5 of this policy within 5 calendar days of receiving notice of the failure of the writing of the previous offering of the exam;

11.8. The registrant must provide immediate notification in writing to their employer and the Registrar of any failure of the exam; and

11.9. Within 10 days of receiving notification of successful completion of the ACP Provincial Entry to practice Exam, the registrant must notify the Registrar and initiate an application for a new category of licence.

12. In the event the restricted temporary licence expires in accordance with policy statement 8 and the registrant continues to practice, that registrant will be subject to fines and other sanctions for practising without a licence as set out in the *Paramedics Act*.

12.1. Failure of a registrant to comply with this policy may result in the initiation of a Registrar's complaint.

PROCEDURE

N/A

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B" -

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Originally approved by the Council on January 11, 2024.

Nova Scotia Regulator of Paramedicine

Policy Name: Licensure Criteria EMR Graduates who have not yet passed the Entry to Practice Examination

Policy Number: Registration and Licensing – 3.3

Version Number: 1 **Date first Approved:** 06/04/2024

Approved by: Board **Effective Date:** 06/04/2024

Version Date: 06/04/2024 **Next Review Date:** MM/DD/YYYY

DEFINITIONS

1. “Indirect supervision” refers to the definition in RL Policy 3.1 Licensure Criteria PCP Graduates who have not yet passed the Entry to Practice Examination.
2. “EMR exam” means the Canadian Organization of Paramedic Regulators (COPR) EMR examination.
3. “EMR graduate” for purposes of this policy means a person who has graduated from an EMR program recognized by the Board under Section 2 of the *Regulated Health Professions Act (RHPA)* and has not yet passed the examination approved by the Board for the EMR category of licence.

POLICY STATEMENT

1. An EMR graduate who has been issued a licence on the conditional register may engage in practice under indirect supervision prior to passing the EMR exam, but only for such period and under such conditions as set out in this policy.
2. A registration and licensing decision-maker may issue a licence on the conditional register to an EMR graduate who meets the criteria in section 13 of the Paramedicine Regulations and bylaw 26, as well as the content of this Policy.
3. The criteria in regulation 13 of the Paramedicine Regulations will be met when the applicant:
 - 3.1. completes the required form and pays the required fee;
 - 3.2. is an EMR graduate;
 - 3.3. has met the requirements of section 12(1) of the Paramedicine Regulations and bylaw 26.
 - 3.4. holds required professional liability insurance;
 - 3.5. has provided the Regulator with written confirmation of their intent to write the first scheduled EMR exam following graduation from their EMR program.
4. Where an applicant meets the criteria in policy statement 3, the Registrar shall register the applicant and issue an EMR Graduate licence on the conditional register to the applicant for such period of time as set out in policy statement 5.

Nova Scotia Regulator of Paramedicine

5. The EMR Graduate licence on the conditional register shall expire and cease to be valid on the earliest of any of the following:
 - 5.1. the applicant successfully passing the EMR exam, and applying for and being issued an EMR licence on the practising register;
 - 5.2. the applicant fails to complete the first writing of the EMR exam following graduation from their EMR program.
 - 5.3. the applicant failing the first writing of the EMR exam and failing to provide proof to the Registrar within 5 calendar days that they have applied to write one of the next two available sittings of the exam;
 - 5.4. the applicant failing the second writing of the EMR exam and failing to provide proof to the Registrar within 5 calendar days that they have applied to write one of the next two available sittings of the exam;
 - 5.5. within 24 hours of the applicant receiving notice of failure of the third writing of the EMR exam;
 - 5.6. the date the licence holder surrenders their licence to the Registrar;
 - 5.7. one year from the date the applicant passed the EMR program without successful completion of the EMR exam.
6. For clarity, if the holder of an EMR Graduate licence fails the EMR exam three times and is provided with any further opportunity to write the EMR exam, that person is not eligible to apply for or to hold an EMR Graduate licence on the conditional register.
7. The licence of the licence holder will be deemed suspended in the event the provisions of policy statement 5 apply, other than policy statement 5.1.
8. The EMR Graduate licence shall include the following conditions:
 - 8.1. The licence holder must practice only under indirect supervision as defined in this policy;
 - 8.2. The licence holder, where applicable, must provide the Regulator with written proof of their intent for the writing of the EMR exam as set out in article 5.3 within 5 calendar days of receiving notice of the failure of the writing of the previous offering of the exam;
 - 8.3. The licence holder must provide immediate notification in writing to their employer and the Registrar of any failure of the exam;
 - 8.4. The licence holder must provide immediate notification to the Registrar of the successful passing of the EMR exam, and immediately initiate an application for an EMR licence on the practising register.
9. An emergency medical responder conditional licence holder pending passing of the registration examination approved by the Board may call themselves a graduate emergency medical responder and use the abbreviation Graduate EMR as described in bylaw 16(2).
10. In the event the EMR Graduate licence expires in accordance with policy statement 5 and the holder of the licence continues to practice, that person is subject to fines and other penalties for practising without a licence as set out in bylaw 28.

Nova Scotia Regulator of Paramedicine

11. Failure of any person to comply with this policy will result in the initiation of a Registrar's complaint.

PROCEDURE

TBD

RELATED DOCUMENTS

Regulated Health Professions Act (RHPA)

RHPA Regulations Respecting Paramedicine

Nova Scotia Regulator of Paramedicine Bylaws

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Not applicable.

Policy Name:	Initial Registration Criteria & Application (All Applicants)		
Policy Number:	Registration and Licensure – 4.0		
Version Number:	1	Date first Approved:	12/14/2017
Approved by:	Council	Effective Date:	12/14/2017
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. "Disciplinary Committee" – means an investigation committee or the Hearing Committee.
Paramedics Act 2(1)(h)
2. "Labour Mobility Applicant"- as defined in RL Policy 3.0 Licensure Criteria & Application (All Applicants)
3. "New to Paramedic Practice Applicant" – means an individual who has graduated from a Council approved entry to practice paramedic program and has never practiced paramedicine before.
4. "Official documentation"- as defined in RL Policy 3.0 Licensure Criteria & Application (All Applicants)

POLICY STATEMENT

1. The Registrar, the Registration Committee and the Registration Appeals Committee are responsible for making registration decisions for the College. **Paramedics Regulation 24(4)**
2. To be registered all applicants must meet the criteria for entry in a roster as described in section 17 of the Paramedics Act, which is detailed within Policy 3.0 Licensure Criteria & Application (All Applicants).
3. All applicants, whether new to Paramedic Practice or labour mobility applicants, for registration must:
 - 3.1. Pay an applicable application and registration fee; **Paramedics Act 29(1), Paramedics Regulation 16(1)**
 - 3.2. Submit a completed application on a form prescribed by the Registrar; **Paramedics Regulation 16(1)**
 - 3.3. Provide official documentation for any records or reports required as part of the registration application. *(See Policy 7.0 Documentation Requirements and Expiry Dates for Applications)*
 - 3.4. Provide proof that is satisfactory to the Registrar that the applicant:
 - 3.4.1. Is the person who is named in documentation submitted in support of the application. **Paramedics Regulation 16(1)(a)(ii)** *(See Policy 8.0 Proof of Legal Name and Identity)*

- 3.4.2. Meets the requirements for entry in a roster, per section 17 of the Paramedics Regulations (*See Policy 3.0 Initial Licensure Criteria & Application)All Applicants*)
- 3.5. Provide identification and verification of the medical practitioner responsible for direct or indirect supervision of the practice of the applicant; **Paramedics Regulation 16(1)(d)** (*See Policy 9.0 Professional Liability Insurance Requirements*)
- 3.6. Provide a criminal record check, with vulnerable sector screening, from a Canadian police force; **Paramedics Regulation 16(1)(c)**
- 3.7. Will be required to provide any extra information required by the Registrar to assess whether the applicant meets the criteria for entry in a roster **Paramedics Regulation 16(1)(e)**, including, but not limited to:
 - 3.7.1. Complete the College's jurisprudence testing, once developed, to demonstrate they have knowledge of the practice of paramedicine in Nova Scotia;
 - 3.7.2. If currently registered in another regulated health profession, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is currently licensed to prove that there are no outstanding complaints, prohibitions, conditions or restrictions against the registrant practicing within that other regulated health profession in those jurisdictions.
- 3.8. When there is a change to their registration information, advise the Registrar, who shall ensure the information is changed in the Register. **Paramedics Regulation 30**
4. All applicants must provide any information, whether or not described within this policy, that the Registrar requires to establish that Section 42 of the Act does not apply to the applicant;
 - 4.1. Where a person has been charged with, has pleaded guilty to or has been found to be guilty of any offence inside or outside of Canada that is inconsistent with the proper professional behaviour of a registrant, including a conviction under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or any other legislation specified in the regulations, and no pardon has been granted; has been found guilty of a disciplinary finding in another jurisdiction; has had a licensing sanction imposed by another jurisdiction; or is the subject of an investigation or disciplinary process in any jurisdiction, and such person is a registrant or applies for **registration** or a licence or the renewal of a licence, the Registrar may, by such notice as the Registrar specifies, require the person to attend a hearing before a disciplinary committee to fully disclose the facts and circumstances of any of the matters referred to in clauses (a) to (d). **Paramedics Act 42(1), Paramedics Regulation 16(1)(c)**
5. All labour mobility applicants:
 - 5.1. If they have been absent from the practice of paramedicine, in any jurisdiction, for 2 years or longer, other than a person whose license has been revoked, must comply with section 13 of the Paramedics Regulations. **Paramedics Regulation 17(2)(i)**
 - 5.2. If currently registered in another jurisdiction, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is licensed to prove that there are no outstanding complaints, prohibitions, conditions or restrictions against the registrant practising paramedicine in that jurisdiction; **Paramedics Regulation 16(1)(b)**

- 5.3. Must provide evidence of ongoing competency development through the College's Continuing Competency Program, or a program from another jurisdiction that is similar to the College's;
 - 5.4. Who apply for registration and licensure with the College, within one year of registration in another jurisdiction, will not be required to complete any form of competence assessment, unless they have had practice limitations, restrictions, or conditions imposed upon them by another jurisdiction or have not completed any ongoing competency development through the College's Continuing Competency Program, or a program from another jurisdiction that is similar to the College's;
 - 5.5. Will have any practice limitation, restriction, or condition imposed on the applicant by their current certifying jurisdiction to any practice limitation, restriction, or condition assessed for equivalency, by the College, and have an equivalent practice limitation, restriction or condition applied to their registration with the College;
 - 5.6. Will be refused registration and licensure, if the Registrar cannot identify a provision for applying an equivalent limited, restricted or conditional registration, as described in policy statement 4.3. **CFTA Article 705 (4)(d)(e)(f)**
6. The Registrar must refer an application for registration, or licensure to the Registration Committee if there is any issue regarding whether the applicant meets the criteria for registration. **Paramedics Regulation 12(1)**
 7. If the Registrar determines that an applicant does not meet the criteria for registration and denies the application or imposes conditions or restrictions on the license, the Registrar must notify the applicant by providing the applicant with a written decision with reasons and informing the applicant of their right to have the decision reviewed by the Registration Committee. **Paramedics Act 31, Paramedics Regulation 12(2)(a)(b)**

PROCEDURE

TBD

RELATED DOCUMENTS

Canada Free Trade Agreement

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B" -

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Provincial Entry to Practice Examinations for Classes of Licensure		
Policy Number:	Registration and Licensure – 5.0		
Version Number:	1	Date first Approved:	12/14/2017
Approved by:	Council	Effective Date:	12/14/2017
Version Date:	04/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. Canadian Organization of Paramedic Regulators – the group approved by Council to work with a third-party provider in the development and administration of the College's Provincial Entry to Practice Exams for PCP's and ACP's.
2. Provincial Entry to Practice Exam (PEPE) – the entry to practice examination, approved by Council, that must be passed by all applicants seeking the Primary Care, Advanced Care or Critical Care Paramedic classes of licensure. **Paramedics Regulation 17(2)(b)**

POLICY STATEMENT

1. All new to practice applicants seeking the PCP class of licensure and registrants of the College seeking the ACP or CCP class of licensure must pass a Council approved Provincial Entry to Practice Examination (PEPE) **College By-Laws Article 6.1** Council. The testing organizations and the Council approved PEPEs include:
 - 1.1. The Canadian Organization of Paramedic Regulators (COPR) Primary Care and Advanced Care examinations
 - 1.2. The Nova Scotia Health Learning Institute for Health Care Providers Critical Care Paramedic Program examinations.
2. All new applicants who have completed the entry to practice exam in another Canadian jurisdiction, where a Council approved examination is not administered must be registered and practicing in that jurisdiction or they will be required to complete a competency assessment. (*See Policy 16 Competency Assessment for Applicants: 1) without practice experience; and 2) without completion of a Council approved entry-to-practice examination*)
3. PEPE Applicants will:
 - 3.1. Comply with the testing organizations examination policies and/or processes.
 - 3.2. Be afforded a maximum of three attempts to pass the PEPE.
 - 3.3. Have a maximum of one-year from the date of their graduation to pass the PEPE.
 - 3.4. Under exceptional circumstance be considered for a fourth and absolute final attempt at the exam.

4. All PEPE Applicants who apply for a fourth attempt because of exceptional circumstances will:
 - 4.1. Be required to provide documentation from a duly qualified professional to support the request for a fourth attempt. Examples of this type of documentation include written reports from health care providers, psychoeducational assessments, etc.
 - 4.2. Have their application reviewed by the Registration Committee.
 - 4.3. Not receive any additional attempts at the PEPE if a fourth attempt is approved.
 - 4.4. Comply with the testing organizations testing accommodation policies and/or processes.
 - 4.5. Complete any additional training, including competency assessments, directed by the Registration Committee.

5. If the PEPE applicant has completed an application for registration and they have not completed the registration process within 1 calendar year of completing a paramedic program, the Registrar must refer the application to the Registration Committee, who will determine and direct, what, if any, competency assessment or paramedic refresher program must be completed by the applicant. **Paramedics Regulation 17(5)**

PROCEDURE

N/A

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

COPR Entry to Practice Examination Handbook

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the April 29, 2022, Session 33 meeting of Council

Policy Name:	Absence from Paramedic Practice		
Policy Number:	Registration and Licensure – 6.0		
Version Number:	1	Date first Approved:	02/26/2018
Approved by:	Council	Effective Date:	02/26/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “competence” means the ability to integrate and apply the knowledge, skills and judgement required to practise safely and ethically in a designated role and practice setting. **Paramedics Act 2(1)(d)**
2. “competence assessment” means a process that assesses competence in the practice of paramedicine by using methods and tools such as any of the following to assess an array of competencies: interviewing, verification of documents, reference reviews, direct observation, reflective practice, self-assessments, chart audits, written or oral tests. **Paramedics Regulations**
3. “paramedic refresher program” means a program approved by the Council that provides updated knowledge and skills. **Paramedics Regulations 2**

POLICY STATEMENT

1. A person is considered absent from the practice of paramedicine if they have been previously licensed in any jurisdiction but have not held a license to practice for two years or longer. **Paramedics Regulations 13**
2. A person whose license has been revoked;
 - 2.1. Is not considered “absent from practice” for the purposes of this policy;
 - 2.2. May apply for reinstatement, if the decision of a hearing panel was to allow the paramedic to apply for reinstatement.
3. A person who is seeking to re-enter the practice of paramedicine, in Nova Scotia must do the following;
 - 3.1. Complete an absent from practice application; **Paramedics Regulations 13 (a)**
 - 3.2. If currently registered in another jurisdiction, provide the Registrar with a certificate of standing from each jurisdiction where the applicant last practiced proving that there are no outstanding complaints, prohibitions, conditions or restrictions against the registrant practicing paramedicine in that jurisdiction; **Paramedics Regulation 13(b)**
 - 3.3. If the Registrar determines the applicant has not been licensed to practice for two years, or less require the applicant to provide the Registrar with evidence:
 - 3.3.1. of meeting the College’s Policy Continuing Competency Program Requirements for the number of years the applicant has not been practicing, or

- 3.3.2. from an employer that the applicant had been practicing as a paramedic for the class of licensure the applicant is seeking, and
 - 3.3.3. if is necessary, provide any additional documentation, reflective practice and self-assessment information or
 - 3.3.4. complete any other form of competence assessment, in the form determined by the Registrar.
 - 3.4. Have their application forwarded to the Registration Committee when;
 - 3.4.1. An applicant has not been practicing for more than two years, or
 - 3.4.2. There are any concerns regarding the applicant's eligibility for registration and/or licensure.
 - 3.5. If the Registration Committee determines it is necessary, successfully complete any paramedic refresher program, paramedic program or evaluation as determined by the Registration Committee. **Paramedics Regulation 13(b)**
4. A person previously licensed in any jurisdiction, other than Nova Scotia, must also meet the requirements in the policy 4.0 Initial Registration Criteria & Application (All Applicants).
5. A person previously licensed in any jurisdiction, including Nova Scotia, must also meet the requirements in the policy 3.0 Licensure Criteria & Application (All Applicants).
6. A person who disagrees with the Registrar's requirement for a competence assessment may, no later than 30 days after the date of the Registrar's decision, request that the decision be referred to the Registration Committee. **Paramedics Regulation 15(1)**
7. If the Registration Committee decides that a competence assessment is required, they must notify the person by: **Paramedics Regulation 15(4)**
 - 7.1. Providing the person with a written decision with reasons; and
 - 7.2. Informing them of their right to appeal to the Registration Appeal Committee.

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B"

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Documentation Requirements and Expiry Dates for Applications		
Policy Number:	Registration and Licensure – 7.0		
Version Number:	1	Date first Approved:	02/26/2018
Approved by:	Council	Effective Date:	02/26/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

N/A

POLICY STATEMENT

1. This policy applies to any application made by any individual toward any process at the College.
2. Only official documents are accepted during all registration, licensing, and license renewal processes.
3. Any costs associated with obtaining and providing official documentation to the College, or for the College to release, or provide, information to a third party on behalf of an applicant or Paramedic, are that individual's responsibility. In the case of the College releasing or providing information, the individual must pay all costs associated with releasing or providing the information before the College will release the information.
4. Documentation that may be sent by the Applicant or Paramedic include;
 - 4.1. Proof of the individual's legal name, and proof of the individual's identification may be received by regular mail or electronic means from the applicant. (*See Policy 7.0 Documentation Requirements and Expiry Dates for Applications and 8.0 Proof of Legal Name and Identity*)
 - 4.2. Original, Criminal Record with Vulnerable Sector Check from the Police Force, or agency conducting the Criminal Record with Vulnerable Sector Check.
 - 4.3. Resume when required by the Registrar for the registration and licensure process, or license renewal process.
 - 4.4. Proof of professional liability insurance.
 - 4.5. Proof of the medical practitioner providing indirect and direct supervision of the paramedics practice.
 - 4.6. Diploma and/or transcript from the educational institution where the applicant attended their program;
 - 4.7. Provincial Entry to Practice Exam Results from the organization administering the exam;
 - 4.8. College staff may contact any party who provides documentation to an applicant for the purpose of confirming the authenticity and the validity of the information contained within the documentation.

5. Documentation that must be received from source via sealed envelope, or electronic means, acceptable to the College include:
 - 5.1. Verification of Registration (VoR) forms from Paramedic Regulators and/or other Regulators;
 - 5.2. Employment status from the individuals current or former employer, that must include confirmation of the applicant's;
 - 5.2.1. Class of licensure, in comparison to the College's classes of licensure;
 - 5.2.2. Number of years employed in current class of licensure;
 - 5.2.3. Completion of any ongoing continuing competency development, similar to the College's Continuing Competency Program;
 - 5.2.4. Employment history does not reveal a breach of professional ethics or practice that would constitute professional misconduct, conduct unbecoming the profession, incompetence or incapacity.
 - 5.2.5. Good character in the form of any other information that may be deemed pertinent by the Registrar, Registration Committee, or Registration Appeals Committee.
 - 5.3. English Language Proficiency Test scores from the organization administering the test.
6. Documents that are not provided in English and require translation must be translated by a certified translator and submitted directly to the College by the translator.
7. Where documents cannot be obtained by an applicant, for reasons beyond the applicant's control, the applicant is advised of alternative information that may be acceptable, e.g., notarized affidavit.
8. Except for documents provided to the College by the applicant, documents received through any application process are the property of the College and can only be released to other regulatory bodies with written permission from the applicant, to do so.
9. Unless required to do so by law, documents will not be released to an applicant, a Paramedic or any third party.
10. Applicants who have:
 - 10.1. Provided any inaccurate information; or
 - 10.2. Omitted required information; or
 - 10.3. Submitted any documents during any application or assessment process that have been altered, tampered with or forged
may have their application assessment immediately cancelled, registration refused and may be prohibited from applying to the College in the future. This rule applies to all information/documents received during an application process, including written correspondence from the applicant.

11. As documents are received they will be verified, date stamped and uploaded to the College's database.
12. With respect to expiry dates to documentation:
 - 12.1. All applicants are expected to track the expiry dates associated with the documentation they submit with their application and update any expired documents with the College, this includes Criminal Record and Vulnerable Sector Checks that expire three (3) months from the date of issue;
 - 12.2. All documents must be up to date, that is not expired, prior to the applicant being deemed eligible for registration or licensure;
 - 12.3. Expired application documents will result in the applicant's file being placed on hold until updated documents have been received by the College;
 - 12.4. Initial Registration and Licensure Application Forms and supporting documents for New to Practice and Labour Mobility Applicants are valid for six months from the date of issue;
 - 12.5. Initial Registration and Licensure Application Forms and supporting documents for International Applicants are valid for two years from the date of issue, except for Canadian Criminal Record with Vulnerable Sector Checks or International Criminal Record Checks which are valid for three months from the date of issue;
 - 12.6. English Language Proficiency Testing scores are valid for that period of time during which the testing organization does not recommend retesting.
13. Any document that changes during an application process must be updated including, but not limited to:
 - 13.1. Proof of legal name (i.e. birth certificate, marriage license, legal affidavit)
 - 13.2. Photo identification (i.e. passport, driver's licence, government issued photo ID)
14. An application expires when the applicant has not been in contact with the College for six months. When an application expires, the applicant's file will be closed and retained for one year from the original application date, at which time, the application and all supporting documentation will be destroyed by the College.
15. An application may be closed by an applicant at any time upon their request. When an applicant closes their file, it will be retained for one year from the original application date, at which time the application and all supporting documentation will be destroyed by the College, if no decision has been rendered by the College.
 - 15.1.1. If a decision has been rendered by the College, that decision and the supporting documentation will be retained on file for future registration and licensing decisions.
16. When an application expires, or any applicant closes their application, and the applicant wishes to apply at a later date they are required to:
 - 16.1. Reapply as a new applicant by completing a new application and
 - 16.2. Meet the regulatory requirements applicable at the time of reapplication, including the payment of applicable fees.

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B"

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Proof of Legal Name and Identity		
Policy Number:	Registration and Licensure – 8.0		
Version Number:	1	Date first Approved:	02/26/2018
Approved by:	Council	Effective Date:	02/26/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

N/A

POLICY STATEMENT

1. The College will request proof of the legal name and the identity of any individual completing any application or requesting any information held by the College about an individual.
2. Documents that will serve as satisfactory proof of an individual’s legal name include:
 - 2.1. A Government issued birth certificate;
 - 2.2. A Government issued marriage License;
 - 2.3. A Legal Affidavit.
3. Documents that will serve a satisfactory proof of an individual’s identity include:
 - 3.1. A Government issued passport;
 - 3.2. A Government issued driver’s license;
 - 3.3. A Government issued photo identification.
4. During an application process, or while an individual is a Paramedic of the College, if an individual’s legal name, or proof of identity, changes for any reason they must:
 - 4.1. immediately notify the College, and
 - 4.2. provide the College with up-to-date proof of their legal name or identity.

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule “A”

Paramedics Regulation Schedule “B”

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Professional Liability Insurance Requirements		
Policy Number:	Registration and Licensure – 9.0		
Version Number:	1	Date first Approved:	02/26/2018
Approved by:	Council	Effective Date:	02/26/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “Health Authorities Act” and Emergency Health Services Act refers to legislation within the province of Nova Scotia.

POLICY STATEMENT

1. All Paramedics within Nova Scotia must be covered by a professional liability insurance policy that provides a minimum of \$5,000,000 coverage per occurrence and \$5,000,000 coverage per policy year. The insurance must include legal and court costs for all paramedics except for those who are employed by an organization described in policy statement 2. **Paramedics Regulations 38**
2. A Paramedic who is exclusively employed by a Health Authority as defined in the Health Authorities Act, or an employer who is contracted by the Minister under the Emergency Health Services Act, is understood to possess the required professional liability insurance, only when working in an official capacity for one of these two organizations. **Paramedics Regulations 38 (a)**
3. A paramedic who practices outside of the employment relationship described in Policy Statement 2, must ensure they possess the required coverage described in Policy Statement number 1. **Paramedics Regulations 38 (b)**
4. During initial registration and/or licensure, as well as license renewal, the College will require the Applicant or Paramedic, to provide proof, satisfactory to the College, that the Applicant or Paramedic possesses the minimum professional liability insurance described in Policy Statement 1.
5. Proof of professional liability insurance coverage will be satisfied when a Paramedic:
 - 5.1. Indicates they are employed by;
 - 5.1.1. A Health Authority under the Health Authorities Act;
 - 5.1.2. An employer who is contracted by the Minister under the Emergency Health Services Act; or
 - 5.2. Provides written confirmation from either an employer, who is not listed in policy statement 2, or an insurance company, that the paramedic possesses the professional liability insurance requirements described in Policy Statement 1.

6. An Applicant or Paramedic who is unable, or unwilling, to provide proof of professional liability insurance as described in Policy Statement 1, during:
 - 6.1. their initial registration and licensure, or license renewal, will be denied licensure.
 - 6.2. throughout the licensure year will have their license revoked.

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B"

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Criminal Record Check with Vulnerable Sector Check		
Policy Number:	Registration and Licensure – 10.0		
Version Number:	1	Date first Approved:	11/08/2018
Approved by:	Council	Effective Date:	11/08/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

N/A

POLICY STATEMENT

1. The identification of an offence(s) under any legislation, including but not limited to the Criminal Code of Canada, the *Controlled Drugs & Substances Act* (Canada), or any other legislation specified in the regulations, by any applicant, may bring a concern with allowing them to register and license as a paramedic.
2. An applicant for registration must submit any information the Registrar requires for the purposes of determining that Section 42 of the *Paramedics Act* does not apply to the applicant. **Paramedic Regulations 14(3)(c), 16(1)(c)**
3. An applicant for registration and/or licensure must submit a criminal record with vulnerable sector check, or international criminal record check when they are seeking:
 - 3.1. Initial registration;
 - 3.2. To renew their license at any time after their license has expired.
 - 3.3. Every fifth year, after their initial registration and licensure.
4. An original criminal record with vulnerable sector check or international criminal record check must be:
 - 4.1. Paid for by the applicant;
 - 4.2. Requested under all names the applicant or registrant has ever held;
 - 4.3. Current within the three months prior to the applicant's registration and/or licensure;
 - 4.4. Placed on the applicant's file..
5. Criminal Record Checks with Vulnerable Sector Checks can be obtained from:
 - 5.1. Local police forces and/or the RCMP; or
 - 5.2. A criminal record search company, capable of conducting vulnerable sector checks, accepted by the College.
6. The College will refrain from issuing a license until an applicant's criminal record has been assessed.

7. Refer to RL – 12.0 Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements for information in relation to assessing positive findings associated with criminal offences.

PROCEDURE

TBD

RELATED DOCUMENTS

RL – 12.0 Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements

RL – 11.0 Good Character Requirements

Paramedics Act

Paramedics Regulation Schedule “A”

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Good Character Requirement		
Policy Number:	Registration and Licensure – 11.0		
Version Number:	1	Date first Approved:	11/08/2018
Approved by:	Council	Effective Date:	11/08/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

N/A

POLICY STATEMENT

1. Paramedics, as health care professionals, have a special relationship with members of the public rooted in mutual trust, confidence and respect that is critical to effective practice; therefore, all applicants will have their good character assessed for registration and/or licensure.
2. An applicant for registration and licensure must complete the College's judicial questions.
3. When completing the College's judicial questions,
 - 3.1. The applicant should:
 - 3.1.1. Read the questions carefully and answer them accurately;
 - 3.1.2. Contact the College for clarification, if they have any questions regarding the judicial questions and how to respond to them.
 - 3.2. Failure to answer them truthfully may result in an immediate suspension of the application process for any initial applicant or registrant renewing their license, if they provide any inaccurate, false, or misleading information or omit any pertinent information.
4. The applicant must provide evidence or documentation that allows the Registrar to accurately assess good character or lack of good character.
5. Capacity, competence, and character shall be assessed on the past and present conduct of an applicant.
6. The burden of establishing his or her capacity, competence, and character rest with the applicant.
7. Good character assessments will focus on whether an applicant has acted, or there is reason to believe they are liable to in the future act;
 - 7.1. in such a way that puts at risk the health, safety, or well-being of a patient or other member of the public;

- 7.2. in such a way that his/her registration would undermine public confidence in the profession;
 - 7.3. in such a way that indicates an unwillingness to act in accordance with standards of the profession; or
 - 7.4. in a dishonest manner.
8. Good character may also be assessed through evidence that the applicant does not lack good character. For greater certainty, a lack of evidence of poor character is evidence of good character.
9. A non-exhaustive list of good moral character and evidence that the applicant is a fit and proper person to be registered and licensed as a paramedic includes the following:
 - 9.1. Trustworthiness;
 - 9.2. Integrity;
 - 9.3. Honesty;
 - 9.4. Reliability;
 - 9.5. Governability;
 - 9.6. Respect for others;
 - 9.7. Not engaging in discriminatory conduct against others
10. A non-exhaustive list of evidence of a lack of good character and evidence that the applicant is not a fit and proper person to be registered or licensed as a paramedic includes:
 - 10.1. Charges or findings of guilt related to conduct involving dishonesty or breach of public trust
 - 10.2. Academic penalties, findings or actions of any kind made by an academic institution arising from academic misconduct or unprofessional behaviour;
 - 10.3. Conduct that demonstrates disregard for honesty, integrity, and trustworthiness, including providing inaccurate, untruthful, or misleading information in the application for registration and/or licensure.
 - 10.4. Behaviour which demonstrates a lack of respect for others, including conduct which demeans others based upon sex, race or colour, religious beliefs, or any prohibited ground of discrimination pursuant to the Nova Scotia Human Rights Act;
 - 10.5. Disciplinary findings made by a regulatory authority in another jurisdiction based upon incompetence, unprofessional or unethical behaviour;
 - 10.6. A physical or mental disability, condition or disorder which would impair the applicant's ability to practice paramedicine safely and competently, or which, if left untreated, would impair the applicant's ability to practice paramedicine safely and competently.
 - 10.7. Had their employment terminated or suspended for alleged cause;
 - 10.8. Was denied registration and/or licensure elsewhere based on the good character requirement.
11. The College will refrain from issuing a license until an applicant's character has been assessed.

12. Refer to RL 012 Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements for information in relation to assessing lack of good character.

PROCEDURE

TBD

RELATED DOCUMENTS

RL – 10.0 Criminal Record Checks with Vulnerable Record Checks

RL – 12.0 Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements

Paramedics Act

Paramedics Regulation Schedule “A”

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements		
Policy Number:	Registration and Licensure – 12.0		
Version Number:	1	Date first Approved:	11/08/2018
Approved by:	Council	Effective Date:	11/08/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

N/A

POLICY STATEMENT

1. The Registrar will conduct Initial review of the applicant's/registrant's Criminal Record Checks with Vulnerable Record Check and Good Character.
2. If a criminal record check has positive findings (an indication of a record) the Registrar may direct the applicant to obtain proof of the conviction which must be in the form of;
 - 2.1. A court document,
 - 2.2. Documentation from the Justice Department, and/or
 - 2.3. Written confirmation from the applicant's legal counsel.
3. If a Criminal Record or lack of good character is identified by the Registrar and the Registrar deems it necessary;
 - 3.1. An Applicant for Initial Registration and Licensure will have their application forwarded to the Registration Committee for their consideration, **Paramedic Regulations 12(1)** and
 - 3.2. All other applicants will have their application forwarded to a Disciplinary Committee. **Paramedics Act 42(1)**
4. An application cannot be denied automatically. It must be considered by the Registrar, Registration Committee, or a Disciplinary Committee.
5. An applicant that within the last five (5) years has had convictions related to drugs, sexual assault, other violence, theft, fraud, weapons, criminal negligence, or other serious criminal activity as assessed by the Registration or Discipline Committee will be:
 - 5.1. Asked to supply character references, and/or other evidence of rehabilitation;
 - 5.2. Provided with all relevant information in the possession of the College;
 - 5.3. Afforded the opportunity to present their case either in a written submission or in person.

6. In rendering a decision regarding an application, the Registrar, Registration or Disciplinary Committee must consider the circumstances related to the applicant's conviction, or lack of good character. Circumstances to be considered include:
 - 6.1. The applicant's age at the time of the incident, or offence;
 - 6.2. Recency of the incident or offence involving the applicant;
 - 6.3. Reliability of the information;
 - 6.4. The number of incidents, or offences;
 - 6.5. The severity of the incident or offence including whether the offence was an indictable, summary or hybrid offence;
 - 6.6. Any factors underlying the conduct (as an example of health issues);
 - 6.7. Evidence of
 - 6.7.1. Rehabilitation;
 - 6.7.2. Positive social contribution since the incident or offence;
 - 6.8. The applicant's candour during the application process;
 - 6.9. Any omission or misrepresentation of material during the application process;
 - 6.10. The relevance of the incident or offence to the practice of paramedicine;
 - 6.11. The applicant's competence to practice paramedicine;
7. A decision of the:
 - 7.1. Registration Committee may be appealed to the Registration Appeals Committee.
 - 7.2. Hearing panel (Disciplinary Committee) may be appealed on any point of law from its findings to the Nova Scotia Court of Appeal, pursuant to Paramedics Act 91(1).

PROCEDURE

TBD

RELATED DOCUMENTS

RL – 10.0 Criminal Record Check with Vulnerable Sector Check

RL – 11.0 Good Character Requirements

Paramedics Act

Paramedics Regulation Schedule "A"

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc.)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Applicant and Registrant Fees		
Policy Number:	Registration & Licensure (R & L) – 13.0		
Version Number:	2	Date first Approved:	11/08/2018
Approved by:	Council	Effective Date:	04/01/2021
Version Date:	04/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “applicable fee” means the fees established under the bylaws. **Paramedics Regulation 2**

POLICY STATEMENT

1. All fees will be:
 - 1.1 Reviewed on an annual basis and will be coordinated with the annual budget development.
 - 1.2 Paid in full, at the time:
 - 1.2.1 an application is submitted;
 - 1.2.2 a registration and licensing fee is due.
 - 1.3 Applied to a current licensing year and cannot be extended into a new licensing year.
2. A jurisprudence testing fee will be introduced upon implementation of a jurisprudence test.
3. Application and registration and licensure fees:
 - 3.1 Apply to all categories of licensure (Practicing, Restricted Practicing, Temporary and Restricted Temporary)
 - 3.2 Will be paid in full, per the schedule of fees included within this policy.
 - 3.3 For all categories of licensure (Practicing, Restricted Practicing, Temporary, Restricted Temporary)
 - 3.3.1 Will be paid prior to the issuance of any licence.
 - 3.4 For the Temporary and Restricted Temporary categories of licensure:
 - 3.4.1 Will form a portion of the fee required, for the remainder of a current licensing year, if the Registrant applies for a Practicing or Restricted Practicing category of licensure within a current licensing year. For greater certainty, no portion of this fee will be used from one licensing period to the next.
4. No portion of the Registration and Licensure fee is refundable.
5. A change in Class of Licensure fee will be paid by any Registrant who:
 - 5.1 Successfully passes the entry to practice exam for a different class of licensure.
 - 5.2 Requests a change in class of licensure from:
 - 5.2.1 CCP to ACP, ICP or PCP
 - 5.2.2 ACP to ICP or PCP
 - 5.2.3 ICP to PCP

6. Annual renewal fees:
 - 6.1 For registration and licensure in a particular class and category of a license shall be determined by resolution by Council. **Bylaw Article 32.1**
 - 6.2 Shall be determined by the Council. **Bylaw Article 32.2**
 - 6.3 Shall be payable between February 1st and March 31st annually, or on such date as determined by Council. **Bylaw Article 32.3**
 - 6.4 Are non-refundable unless the Registrant requests a refund before March 31st.
 - 6.5 If refunded;
 - 6.5.1 The Registrant will receive a refund of the annual license renewal fee.
 - 6.5.2 Will result in the Registrant's license not being renewed on April 1st.
7. An expired license fee shall be:
 - 7.1 The penalty applied to any Registrant who applies as an Annual Expired License Applicant because they did not renew their license by March 31st.
 - 7.2 Accumulated until all the license renewal requirements are deemed to have been met by College staff.
 - 7.3 Applied at the rate of fifty-dollar (\$50) payable on April 1st and escalating weekly by twenty-five dollars (\$25) beginning on the first Monday after April 1st to a maximum of \$250
 - 7.4 Waived for any applicant who was unable to practice due to medical, social, or economic circumstances, that are associated with societally accepted norms, that are verifiable through an employer, health care or social services provider.
8. On application to the College, the Registration Appeal Committee may require an applicant to deposit security for an appeal with the College in an amount and in the form the Committee determines. **Paramedics Regulation 44(1)**
 - 8.1 The Registration Appeal Committee may also assess additional costs associated with the appeals process, as described in the registration and licensure policy on the Appeal of Registration & Licensure Decisions of the Registration Committee by the Registration Appeals Committee, to be paid by the applicant.
9. An applicant applying for reinstatement must;
 - 9.1 Pay a reinstatement application fee,
 - 9.2 If the applicant is to be reinstated, also pay the appropriate annual license renewal fee.
10. An insufficient funds fee, as well as any additional charges incurred by the College, will be applied to any Registrant who pays by personal cheque when said funds associated with the personal cheque cannot be deposited because of insufficient funds.
11. All other fees shall be determined by Council. **Bylaw Article 32.5**
12. A schedule of all fees will be included with this policy.

Schedule of Fees	
Type of Fee	Fee
New to Practice Application	\$150.00
Labour Mobility/Registrant from another Cdn Jurisdiction Application	\$150.00
Absent from Practice Application	\$150.00
International Application	\$200.00
Initial Registration & Licensure Fee (April 1 to Dec. 31 annually)	\$500.00
Annual License Renewal	\$500.00
Expired License	\$550 up to \$750
Temporary and Restricted Temporary application	\$500
Change in Class of Licensure Application	\$50.00
Jurisprudence Test	\$100.00
Registration Appeals Application	\$300
Registration Appeals Security Deposit	\$2000
Reinstatement of Registration or Licensure Application	\$300
Verification of Registration and Licensure	\$50.00
Insufficient Funds and associated banking charges	\$30.00 minimum

PROCEDURE

TBD

RELATED DOCUMENTS

Fee Payments Policy

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the April 29, 2022, Session 33 meeting of Council

Policy Name:	Fee Payments		
Policy Number:	Registration & Licensure (R & L) – 13.1		
Version Number:	1	Date first Approved:	11/08/2018
Approved by:	Council	Effective Date:	11/08/2018
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

“applicable fee” means the fee established under the bylaws. **Paramedics Regulation 2**

POLICY STATEMENT

1. The College does not accept cash as a means of payment.
2. Payment options include credit cards, money orders, certified cheques, and personal cheques.
3. Where a payment is made by personal cheque:
 - 3.1 The application will not be processed until the payment has been cleared and deposited into the College’s account.
 - 3.2 With insufficient funds, the applicant will be charged an insufficient fund fee of \$30.00, as well as any banking costs incurred by the College.
4. Money orders, certified cheques and personal cheques must be:
 - 4.1 Payable to – The College of Paramedics of Nova Scotia
 - 4.2 Mailed to – 315 – 380 Bedford Highway, Halifax, NS, B3M 2L4, Canada

PROCEDURE

TBD

RELATED DOCUMENTS

N/A

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Continuing Competency Program Requirements		
Policy Number:	Registration & Licensure – 14.0		
Version Number:	1	Date first Approved:	11/28/2017
Approved by:	Council	Effective Date:	11/28/2017
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “continuing competency program” means a program approved by the Council under Section 36 of the Paramedics Regulations for maintaining and enhancing the continuing competence of Paramedics;
2. “continuing professional development program” has the same meaning as “continuing competency program”
3. “business day” means any day Monday to Friday, excluding statutory holidays

POLICY STATEMENT

1. All Paramedics must complete the Continuing Competency Program (CCP) as approved by Council.
2. All educational components must reinforce, relate to and enhance the Paramedic’s current practices and competencies according to their essential competency profile.
3. The completion of the Continuing Competency Program represents one criterion of the license renewal process with the College.
4. The CCP must be completed annually between April 1st to March 31st in the year proceeding licensure.
5. A Paramedic who is scheduled to complete any CCP sessions in the last two weeks of March must count those points toward their CCP for the following licensing.
6. Paramedics must accumulate 80 points per licensure year.
7. Points are accumulated based upon 5 (five) learning categories each of which has corresponding learning activities, the learning categories will include: Section 1 – Self-Learning Activities, Section 2 – Group-Learning Activities, Section 3 – Certifications/Short Courses, Section 4 – Interactive-Learning Activities/other than Certifications/Short Courses and Section 5 – Professional Development.

8. A Paramedic must accumulate the minimum number of points that are specified for each learning category, while ensuring they accumulate the overall 80 points required for each licensure year. Points are based upon:
 - 1.1. Section 1 – Self-Learning Activities (Mandatory)- Each hour of activity is valued at 1 point and a Paramedic must accumulate a minimum of 5 points under this category, but no more than 15 points may be used toward the overall 80 points required.
 - 1.2. Section 2 – Group-Learning Activities (Mandatory) - Each hour of activity is valued at 2 points and a Paramedic must accumulate a minimum of 6 points under this category.
 - 1.3. Section 3 – Certifications/Short Courses (Mandatory) - Each hour of activity is valued at 2 points and a Paramedic must accumulate a minimum of 4 points under this category.
 - 1.4. Section 4 – Interactive-Learning Activities/other than Certifications/Short Courses (Mandatory) - A Paramedic Competency Evaluation equals 4 points, while an M & M session equals 6 points. For all other activity under this section each hour of activity is valued at 2 points and a Paramedic must accumulate a minimum of 16 points under this category.
 - 1.5. Section 5 – Professional Development (Non-Mandatory) - Each hour of activity is valued at 2 points and there is no minimum or maximum number of points required under this category.
9. The Paramedic must familiarize themselves with the learning activities for each learning category of the CCP as they are described in the College’s Continuing Competency Program & Annual License Renewal Information Guide/Logbook. **See Continuing Competency Program & Annual License Renewal Information Guide/Logbook**
10. All learning activities must be relatable to the individual practitioner’s essential competency profile.
11. For Sections 1, 2 and 5 of the CCP an individual Paramedic, group or organization, must complete a self-assessment and determine whether a session, that is not already identified in the CCP Information Guide, meets the requirements of the CCP by completing a cross-reference exercise to document the competencies that the session maintains or enhances for the practitioner. To accomplish this the individual Paramedic, group or organization will:
 - 11.1. Refer to their essential competencies profile to determine which competencies are maintained or enhanced by attending the session.
 - 11.2. Document:
 - 11.2.1. Name of the Session
 - 11.2.2. A Brief description of the Session
 - 11.2.3. Number of hours attended
 - 11.2.4. Points accumulated
 - 11.2.5. How the session was delivered – e.g. online with an instructor, online recording, online interactive program where activities are completed by the participant, teleconference, in person session, etc.
 - 11.2.6. Activities – e.g. does an attendee have to complete online interactive activities, participate in group discussions, submit assignments, perform any activities.

- 11.2.7. Certificates – does an individual receive a certificate for the course.
 - 11.2.8. A list of the competencies that are maintained or enhanced by the practitioner based upon the cross reference described in the paragraph above.
 - 11.3. Consider whether they should apply the session to their CCP Log Book, if the practitioner recognizes that no competencies are being maintained or enhanced.
 - 11.4. The Paramedic will retain this documentation and when requested by the College present it for auditing.
12. For Sections 3 and 4 of the CCP, if an individual Paramedic, group or organization wants to have training/education, other than what is currently described in these sections recognized by Council, they must put forward a proposal to have that training/education recognized.
 - 12.1. This requires the Paramedic to document:
 - 12.1.1. Name of the Session
 - 12.1.2. A Brief description of the Session
 - 12.1.3. Number of hours attended
 - 12.1.4. Points accumulated
 - 12.1.5. How the session was delivered – e.g. online with an instructor, online recording, online interactive program where activities are completed by the participant, teleconference, in person session, etc.
 - 12.1.6. Activities – e.g. does an attendee have to complete online interactive activities, participate in group discussions, submit assignments, perform any activities.
 - 12.1.7. Certificates – does an individual receive a certificate for the course.
 - 12.1.8. A list of the Competencies that are maintained or enhanced by the practitioner based upon the cross reference described in the paragraph above.
 - 12.2. The Paramedic will submit their documentation to the Council for review, via the Executive Director/Registrar.
 - 12.3. Council will, provided sufficient information has been provided, decide whether to allow the training/education to be applied to section 3 or 4 of the CCP.
 - 12.4. If the training/education is allowed, Council will determine how many points may be accumulated for the training/education and direct the Executive Director/Registrar to ensure the CCP is updated to include the training/education with the point value they have allocated.
 - 12.5. If the training/education is not allowed, the Council will:
 - 12.5.1. Provide a rationale for why it was disallowed
 - 12.5.2. Direct that the training/education is to be applied to another section of the CCP
 - 12.5.3. Direct the Executive Director/Registrar to advise the Paramedic of the rationale.
 13. A Paramedic must retain their Continuing Competency Program documents for seven (7) years.
 14. The Council will decide, on an annual basis, the number of Paramedics that will be randomly selected for to submit their CCP documentation.

15. When requested by the Registrar, or their designate, a Paramedic will send all applicable license renewal documentation to the College no later than thirty (30) business days from the date the College requests the documentation from the Paramedic.
 - 15.1. The Registrar, or their designate will notify the Paramedic via the College's Portal, that they have been selected to submit.
 - 15.2. The College's database will be updated to indicate that the Paramedic is required to submit their CCP documentation.
 - 15.3. The Paramedic will forward a complete copy of their CCP to The College of Paramedics of Nova Scotia via means as directed by the College, within 30 business days.
16. If a Paramedic indicates they do not plan on renewing their license with the College for the upcoming licensure year, this information will be noted in the College's database and that Paramedic will not be required to submit their CCP documentation. No other Paramedic will be randomly selected from the database to replace this Paramedic.
17. The Registrar, or their designate, will review, the randomly selected Paramedic's, CCP against the criteria established in the Continuing Competency Program & Annual License Renewal Information Guide/Logbook.
18. When the CCP meets the criteria, the registration database is updated, and the Paramedic is notified accordingly.
19. When the CCP does not, in the opinion of the Registrar, or their designate, meet the criteria, the CCP is redacted to remove any identifying information and sent to the Registration Committee for review against the criteria established in the Continuing Competency Program & Annual License Renewal Information Guide/Logbook.
20. If the Registration Committee determines the CCP criteria have been met, they will direct the Registrar to notify the Paramedic accordingly.
21. When a Paramedic fails to comply with the requirements of the CCP, their license will be suspended. **Paramedics Act 29(2). Paramedics Regulation 34(1)**
22. When a Paramedic's license is suspended for failing to comply with the requirements of the CCP, the Registrar will notify the Paramedic of the suspension in writing. **Paramedics Regulation 34(2)**
23. Council may choose to select a mandatory topic for the CCP, which shall be based upon practice consultations, current trends and/or other issues in Paramedicine.
 - 23.1. Paramedics will be informed of the mandatory CCP topic and process for completion, no later than April 1st of the year a mandatory topic has been chosen.
 - 23.2. When a Paramedic fails to complete the mandatory education, their license will be suspended for failure to complete the CCP.

24. A Paramedic may, under certain circumstances, apply to the College, for a temporary license that may to be issued for a limited time period, as the Paramedic works toward completing the requirements of the CCP.
25. A Paramedic may apply, to the Registrar, for the re-issuing of their license upon complying with the requirements of the CCP. Applicable late fees will apply. **Paramedics Act 29(4), Paramedics Regulation 34(2)**

PROCEDURE

N/A

RELATED DOCUMENTS

Paramedics Act 4(2)(a)(iii)(B)(d), 21(2), 29(2)(3)(4)
Paramedics Regulation Schedule "A" 23(2)(b), 28(2)(b), 34 (1)(2), 36
Paramedics Regulation Schedule "B" - 3
CPNS Continuing Competency Program Information Guide and Logbook
CPNS Web Portal

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Annual License Renewal Requirements & Non-compliance Outcomes		
Policy Number:	Registration and Licensure – 15.0		
Version Number:	1	Date first Approved:	09/20/2019
Approved by:	Council	Effective Date:	09/20/2019
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “licensing year” means a 12-month period, determined by Council to be between April 1st of one year and March 31st of the next year, for the issuance, renewal, and expiry of licenses.
Paramedics Regulations 2

POLICY STATEMENT

1. The Registrar shall renew a license when the holder of the license meets the criteria for renewal. **Paramedics Act 25 (6)**
2. A Paramedic’s license is valid only during April 1st to March 31st of a current licensing year.
3. A Paramedic shall pay the prescribed fee to renew their license on or before March 31st annually. **Paramedics Act 29(1)(a)(b), Paramedics Regulation 23 (1), 28 (1)**
4. A Paramedic shall complete the licensure renewal application prescribed by the Registrar. **Paramedics Regulation 23 (1), 28 (1)**
5. A Paramedic will pay any applicable penalty amount, prescribed by the Council, if they do not renew their license annually before April 1st. **Paramedic Bylaws Article 31.1(c)**
6. A Paramedic must not have any outstanding complaints, prohibitions, conditions, or restrictions against them practicing paramedicine in another jurisdiction.. **Paramedics Regulation 23(1)(a)(i), 24, 28(1)(a)(i)**
7. When assessing a person who is a registrant, or applies for registration or a license or the renewal of a license, for capacity, competence and character to safely and ethically practice paramedicine (see REG & LIC 013), the Registrar may, by such notice as the Registrar specifies, require the person to attend a meeting before the Investigation Committee or, where the person is not a registrant, the Registration Committee, to fully disclose the facts and circumstances of any of the matters where a person:
 - 7.1. has been charged with, has pleaded guilty to or has been found to be guilty of any offence inside or outside of Canada that is inconsistent with the proper professional behaviour of a registrant, including a conviction under

- 7.1.1. the Criminal Code (Canada),
 - 7.1.2. the Controlled Drugs and Substances Act (Canada), or
 - 7.1.3. any other legislation specified in the regulations, and no pardon has been granted;
 - 7.2. has been found guilty of a disciplinary finding in another jurisdiction;
 - 7.3. has had a licensing sanction imposed by another jurisdiction; or
 - 7.4. is the subject of an investigation or disciplinary process in any jurisdiction. **Paramedics Act 42(1), Paramedics Regulation 16(1)(c)**
8. A Paramedic applying to renew a practicing **Paramedics Regulations 23(2)(a)** or restricted practicing license **Paramedics Regulations 28(2)(a)** must:
 - 8.1. Continue to meet the requirements for entry in a roster for any class of license as described in Section 17 of the Paramedics Regulations (*See Policy 3.0 Licensure Criteria & Application (All Applicants)*), except for a circumstance in which a person applying to renew a Restricted Practicing license, in which case that individual is required to meet all the requirements of Section 17 except for 17(2)(g), respecting not being prohibited or restricted from practicing paramedicine. See policy statement 10
 - 8.2. If currently registered in another jurisdiction, provide the Registrar with a certificate of standing from each jurisdiction where the applicant is licensed to prove that there are no outstanding complaints, prohibitions, conditions, or restrictions against the registrant practicing paramedicine in that jurisdiction. **Paramedics Regulations 23(1)(b), 28(1)(b)**
 - 8.3. Meet the continuing competency requirements as determined by Council. **Paramedics Regulations 23(2)(b), 28(2)(b)** (See Policy Continuing Competency Program Requirements)
9. A Paramedic applying to renew a practicing license, must continue to meet the following criteria:
 - 9.1. Their ability to practice paramedicine is not subject to any conditions or restrictions; **Paramedics Regulations 23 (2)(a), Paramedics Regulations 19(a)**
 - 9.2. They have a medical practitioner supervising their practice in accordance with subsection 34(2) of the Act. **Paramedics Regulations 23 (2)(a), Paramedics Regulations 19(b)**
10. A Paramedic applying to renew a restricted practicing license, in addition to meeting policy statement 5, must continue to meet the following criteria:
 - 10.1. Have conditions or restrictions imposed on their practicing license
 - 10.1.1. with the registrant's consent, by the Registrar, the Registration Committee, or the Registration Appeals Committee, **Paramedics Regulation (24) (a)(i)** or
 - 10.1.2. because of a decision of any committee; **Paramedics Regulation (24) (a)(ii)**
 - 10.2. They meet the criteria for practicing license except they do not meet the criterion in clause 17(2)(g) of the Paramedics Regulations, respecting not being prohibited or

restricted from practicing paramedicine through the decision of any adjudicating body or through voluntary agreement or otherwise. **Paramedics Regulation (24) (b)**

11. Restrictions or conditions applied to a restricted practicing license:
 - 11.1. Cannot be reviewed or appealed when a registrant applies for renewal of their restricted practicing license, when they have been agreed upon or ordered by an Investigation Committee or Hearing Committee, who retain jurisdiction over any conditions or restrictions it has imposed. **Paramedics Regulation (29)**
 - 11.2. That have not expired remain in effect on any new license issued to the registrant. **Paramedics Regulation (30)**
12. The Registrar must refer an application for licensure renewal to the Registration Committee if, there is any issue regarding whether the applicant meets the criteria for licensure. **Paramedics Regulation 12(1)**
13. If the Registrar determines that an applicant does not meet the criteria for licensure and denies the application or imposes conditions or restrictions on the license, the Registrar must notify the applicant by providing the applicant with a written decision with reasons and informing the applicant of their right to have the decision reviewed by the Registration Committee. **Paramedics Act 31, Paramedics Regulation 12(2)(a)(b)**
14. If a Paramedic fails to comply with the annual license renewal requirements:
 - 14.1. Described within this policy their license is suspended; **Paramedics Act 29(2), Paramedics Regulation 34(1)**
 - 14.2. Will receive written notification from the Registrar indicating that they have been suspended, according to Paramedics Regulation 34(1) or 29(2) of the Paramedics Act and that they may apply to the Registrar for the re-issuing of the license upon complying with the renewal requirements by the date determined by the Registrar; **Paramedics Act 29(3), Paramedics Regulation 34(2)(3)**
 - 14.3. Will pay any applicable late fees established by the Council; **Paramedics Act 29(4) Paramedics Regulation 34(2)**
 - 14.4. The Registrar may, at the expense of the person whose license is suspended, take any steps that the Registrar considers necessary in the circumstances to bring a license suspension under this Section 34 of the Regulations or subsection 29(2) of the Act for failure to comply with license renewal requirements to the attention of the public and other affected parties. **Paramedics Regulation 34(4)**

PROCEDURE

TBD

RELATED DOCUMENTS

Paramedics Act

Paramedics Regulation Schedule "A"

Paramedics Regulation Schedule "B"

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Competence Assessment for applicants: 1) without practice experience; and 2) without completion of a Council approved entry-to-practice examination		
Policy Number:	Registration and Licensure -16.0		
Version Number:	1	Date first Approved:	07/30/2021
Approved by:	Council	Effective Date:	07/30/2021
Version Date:	01/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

1. “Competence” as defined in RL Policy 6.0 Absence from Paramedic Practice.
2. “Competence assessment” as defined in RL Policy 6.0 Absence from Paramedic Practice.

POLICY STATEMENT

1. An applicant registered, licensed, and/or certified as a paramedic in another Canadian jurisdiction may be eligible for registration and/or licensure with the College of Paramedics of Nova Scotia (the “College”) pursuant to the College’s registration and licensing processes and labour mobility provisions of the Canada Free Trade Agreement (Chapter 7).
2. An applicant who has not successfully completed an entry-to-practice examination approved by the Council of the College and who has not practised in the other Canadian jurisdiction where the applicant is registered, licensed, and/or certified, shall (pursuant to section 25(3) of the *Paramedics Act* and article 705:4(b) of the Canada Free Trade Agreement) be requested by the Registrar to undergo a competence assessment to ensure that the applicant is competent in accordance with section 17(2)(h) of the Paramedic Regulations to safely and ethically practise as a paramedic in Nova Scotia.
3. Upon the applicant providing evidence to the Registrar of successful completion of the competence assessment, the Registrar shall approve the applicant and issue the applicant a practising licence (barring any other registration and/or licensing issues).
4. If the applicant does not consent to the Registrar’s request for a competence assessment, the Registrar shall refer the application to the Registration Committee for further consideration.
5. The Registration Committee shall review the applicant’s application and all information provided by the Registrar to consider imposing a requirement that the applicant undergo a competence assessment and authorizing the results of the assessment be given to the Committee.

6. Upon the applicant providing evidence to the Registration Committee of successful completion of the competence assessment, the Registration Committee shall approve the application and direct the Registrar to issue the applicant a practising licence (barring any other registration and/or licensing issues).
7. Where the Registration Committee requires the applicant to undergo a competence assessment, the applicant may request an appeal of the Registration Committee's decision before the Registration Appeal Committee by making a request in writing to the Registrar no later than 30 days from the date the Registration Committee's decision was sent to the applicant.
8. The Applicant must stipulate the grounds for the appeal and pay the applicable fee upon requesting an appeal.
9. The Registration Appeal Committee shall conduct an appeal hearing to consider the appellant's grounds of appeal. The parties to an appeal hearing before the Registration Appeal Committee are the appellant and the College.
10. An applicant shall be afforded a maximum of three attempts to pass a competence assessment deemed required by the College.
11. An applicant shall have a maximum of six-months from the date of their application to successfully complete a competence assessment deemed required by the College.
12. An applicant that fails to successfully complete a competence assessment within three attempts or the six-month period may be refused registration and/or licensure.

PROCEDURE

N/A

RELATED DOCUMENTS

Canada Free Trade Agreement
Paramedics Act
Paramedics Regulations

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Updates per motion by Council at the January 29, 2022, Session 32 meeting of Council

Policy Name:	Registration & Licensure Decisions of the Registrar		
Policy Number:	Registration and Licensure – 17.0		
Version Number:	1	Date first Approved:	04/29/2022
Approved by:	Council	Effective Date:	04/29/2022
Version Date:	04/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

Registrar means the Registrar of the College appointed pursuant to the Paramedics Act ***Paramedics Act 2(1)(zf)***, or their delegate, ***Paramedics Act 12(2)***

Complete application – this includes the electronic application form, its associated fee, and all the necessary documentation as determined by the Registrar, Registration Committee or the Registration Appeals Committee.

"licensing sanction" means (i) conditions or restrictions on a licence imposed, (ii) a consensual reprimand ordered, (iii) a reprimand issued, (iv) a suspension of a licence, or (v) a revocation of registration, ***Paramedics Act 2(1)(u)***

POLICY STATEMENT

1. The Registrar shall within ten (10) days of receiving a complete application for registration or licensing or renewal of licensing determine whether the applicant meets the criteria for registration, licensing or renewal of their license.
 - 1.1. Where the applicant meets the criteria for registration, licensing or renewal of their license, the Registrar shall:
 - 1.1.1. Record in the Register the name of every person who satisfies the criteria for registration set out in the regulations. ***Paramedics Act 25(1)***
 - 1.1.2. Issue a license to a person who satisfies the criteria for the license set out in the regulations. ***Paramedics Act 25(2)***
 - 1.1.3. Renew a license when the holder of the license meets the criteria for renewal set out in the regulations. ***Paramedics Act 25(6)***
 - 1.2. Where the applicant meets the criteria for registration, licensing or renewal of their license and the Registrar considers it necessary in the public interest to impose conditions or restrictions on the applicants licence, the Registrar may do so;
 - 1.1.1. With the consent of the applicant ***Paramedics Act 25(3)*** in which case the conditions or restrictions are not licensing sanctions. ***Paramedics Act 25(4)***
 - 1.1.2. Without the consent of the registrant in the manner described in the regulations. ***Paramedics Act 25(5)***

2. Where the Registrar determines, there is an issue with an applicant meeting the criteria for ***Paramedics Regulation 12(1)***, an applicant does not meet the criteria for and denies, or conditions or restrictions must be imposed on an applicant's, registration, licensing or renew of a license ***Paramedics Regulation 12(2)(a)***, the Registrar must within twenty (20) days:
 - 2.1. Provide the applicant with a written decision that includes the reasons for the decision.
 - 2.2. Inform the applicant of their right to have the decision reviewed by the Registration Committee. ***Paramedics Regulation 12(2)(b)***

3. An applicant or registrant seeking the review of a registration and licensure decision of the Registrar must do so in accordance with the College's registration and licensure policy Review of Registration and Licensure Decisions of the Registrar by the Registration Committee.

PROCEDURE

N/A

RELATED DOCUMENTS

Canada Free Trade Agreement

Paramedics Act

Paramedics Regulations

Terms of Reference for the Registration Committee

Terms of Reference for the Registration Appeals Committee

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Per motion by Council at the April 29, 2022, Session 33 meeting of Council

Policy Name:	Review of Registration & Licensure Decisions of the Registrar by Registration Committee		
Policy Number:	Registration and Licensure – 18.0		
Version Number:	1	Date first Approved:	04/29/2022
Approved by:	Council	Effective Date:	04/29/2022
Version Date:	04/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

“Review” means an assessment of a registration and licensure decision of the Registrar by the Registration Committee in accordance with the *Paramedics Regulation*.

“Appeal” means an application to the Registration Appeals Committee for the reversal of a registration and licensure decision of the Registration Committee.

POLICY STATEMENT

1. The Committee will review a registration and licensure application, along with all its supporting information, when an application is referred to the Committee:
 - 1.1. By the Registrar, who has determined there is an issue regarding whether an applicant meets the criteria for registration, licensing or renewal of their license. **Paramedics Regulation 40(1)(a)**
 - 1.2. As a result of an applicant objecting to a written decision of the Registrar where the Registrar determined an applicant does not meet the criteria for registration or licensing, or renewal of a licence and;
 - 1.2.1. Denies the application, or
 - 1.2.2. Imposes conditions or restriction on the applicants license. **Paramedics Regulation 40(1)(b)**
2. Within sixty (60) days of an application being referred, the Committee must review the application and all the information provided by the Registrar to determine whether an applicant meets the criteria for:
 - 2.1. Registration; or
 - 2.2. Licensing; or
 - 2.3. Renewal of their licence; or
 - 2.4. Whether conditions or restrictions imposed by the Registrar under *Paramedics Act* Section 25(5) are justified. **Paramedics Regulation 40(1)**
3. Prior to making a decision the Committee may:
 - 3.1. Request that the Registrar obtain new information. **Paramedics Regulation 40(2)(a)**

- 3.2. Extend the term of a registrant's existing license until it has made a decision. **Paramedics Regulation 40(2)(b)**
4. When reviewing an application for a licence or renewal of a license, the Committee may:
 - 4.1. For any license other than a practicing licence, approve or remove the conditions or restrictions imposed by the Registrar or impose different conditions or restrictions on the license. **Paramedics Regulation 40(3)(a)**
 - 4.2. For renewal of a practicing licence, advise the applicant that conditions or restrictions are required and recommend a restricted practicing license or invite the applicant to apply for another category of licence. **Paramedics Regulation 40(3)(b)**
5. If the Committee determines that an applicant does not meet the criteria for registration and licensing or renewal of a license and denies the application or imposes conditions or restrictions the Committee must notify the applicant by;
 - 5.1. Providing the applicant with a written decision with reasons **Paramedics Regulation 40(5)(a)**; and
 - 5.2. Informing the applicant of the right to appeal to the Registration Appeal Committee. **Paramedics Regulation 40(5)(b)**
6. The Committee shall render a written decision within forty-five (45) days of receiving all the information.
7. The Committee may waive any of the criteria for registration, licensing or renewal of a license set out in the Paramedics Regulations for either of the following reasons:
 - 7.1. It is required by law. **Paramedic Regulation 40(6)(a)**
 - 7.2. It is consistent with the objects and purposes of the College. **Paramedics Regulation 40(6)(b)**
8. If the Committee determines that an applicant meets the criteria for registration or licensing or renewal of a license, they must approve the application; and direct the Register
 - 8.1. To register and/or license an initial applicant.
 - 8.2. Renew the licence of a current registrant. **Paramedics Regulation 40(4)**
 - 8.3. To apply the conditions or restrictions imposed by the Committee.
9. Committee members involved in rendering a decision must ensure they review and agree upon the written decision.
10. The written decision must, at a minimum, include:
 - 10.1. An overview of the file and a statement of issues.
 - 10.2. A review and analysis of the information.
 - 10.3. A conclusion that provides clear direction to both the applicant and the Registrar on how the statement of issues is to be addressed.

11. The Committee Chair, or their designate, must ensure the decision is forwarded to the applicant and Registrar.
12. An applicant or registrant appealing the Registration Committee's decision must do so in accordance with the College's registration and licensure policy for appealing registration and licensure applications to the Registration Appeals Committee.

PROCEDURE

N/A

RELATED DOCUMENTS

Canada Free Trade Agreement

Paramedics Act

Paramedics Regulations

Terms of Reference for the Registration Committee

Terms of Reference for the Registration Appeals Committee

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Motion by Council at the April 29, 2022, Session 33 meeting of Council.

Policy Name:	Appeal of Registration & Licensure Decisions of the Registration Committee by the Registration Appeal Committee		
Policy Number:	Registration and Licensure – 19.0		
Version Number:	1	Date first Approved:	04/29/2022
Approved by:	Council	Effective Date:	04/29/2022
Version Date:	04/29/2022	Next Review Date:	MM/DD/YYYY

DEFINITIONS

“Appeals fee” means the fee an applicant must pay when applying to appeal the decision of the Registration Committee to the Registration Appeals Committee.

“Security deposit” means the costs, or portion of the costs, as described in this policy the applicant may be required to pay toward the registration appeal process prior to the appeal being considered by the Committee.

POLICY STATEMENT

1. An appeal from the decision of the Registration Committee must be conducted by the Registration Appeal Committee (the Committee) **Paramedics Regulation 41(1)** unless the collaborative registration review process under Section 22 of the *Regulated Health Professions Network Act* is used to conduct a review of the decision. **Paramedics Regulation 40(2)**
2. An applicant or registrant appealing the Registration Committee’s decision must:
 - 2.1. Submit a request for an appeal in writing to the Registrar no later than thirty (30) days from the date of the Registration Committee’s decision was sent to the applicant. **Paramedics Regulation 42(1)**
 - 2.2. Stipulate the grounds for the appeal. **Paramedics Regulation 42(2)**
 - 2.3. Pay the appeals fee. **Paramedics Regulation 42(3)**
 - 2.3.1. The appeals fee must be refunded to the applicant if the appeal results in the granting of registration or licensure. **Paramedics Regulation 42(4)**
3. The Committee may require an applicant to provide a security deposit for an appeal with the College in an amount and in the form determined by the Committee if the College makes an application to the Committee for a security deposit. **Paramedics Regulation 44(1)**
 - 3.1. The security paid must be refunded to the applicant if the appeal results in the granting of registration or the issuing of a licence. **Paramedics Regulation 44(2)**
 - 3.2. The amount of the security deposit will be published in the Colleges Applicant and Registrants Fees schedule.

4. An applicant is not entitled to any costs for an appeal other than a refund of the appeals fee and the security deposit if the appeal results in the granting of registration or the issuing of a licence. **Paramedics Regulation 45**
5. A member of the Registration Appeals Committee shall not concurrently serve on the Registration Committee. **Paramedics Regulation 9(3)**
6. Within thirty (30) days of receiving a request for an appeal, the Registrar must:
 - 6.1. Provide the Committee and the applicant with the following:
 - 6.1.1. A copy of the Registration Committee's written decision that is being appealed. **Paramedics Regulation 43(a)**
 - 6.1.2. Subject to any lawful restrictions, a copy of all records related to the application and in the possession of the College. **Paramedics Regulation 43(b)**
 - 6.1.3. Any written information the Registrar considers necessary. **Paramedics Regulation 43(c)**
7. The Committee may determine its own procedures which may include doing any of the following **Paramedics Regulation 46(1)(a)(b)(c)(d)(e)(f)**:
 - 7.1. Ordering pre-appeal hearing procedures, including pre-appeal hearing conferences that are held in private, and directing the times, dates and places of the hearing for those procedures.
 - 7.2. Ordering that an appeal hearing, parts of an appeal hearing or pre-appeal hearing conference be conducted using a means of telecommunication that permits the parties and the committee to communicate simultaneously.
 - 7.3. Administering oaths and affirmations.
 - 7.4. Receiving and accepting any evidence and information on oath, affidavit or otherwise as the Registration Appeal Committee considers fit, whether admissible in a court of law or not.
 - 7.5. Adjourning or postponing a proceeding.
 - 7.6. Amending or permitting the amendment of any document filed in connection with the proceeding.
8. The Committee will have an initial meeting no less than ninety (90) days from the date the Registrar received the request from the applicant or registrant appealing the Registration Committee's decision.
9. At the initial meeting of the Committee, the Committee may, in addition to determining its own procedures, determine whether the proceedings before it must be conducted through written submissions, or whether the parties have the right of attendance before the Committee for the presentation of evidence or submissions. **Paramedics Regulation 46(2)**
10. If the Committee determines that an appeal hearing requiring the attendance of both parties must be held, the Committee must establish **Paramedics Regulation 47**:

- 10.1. An appeal hearing date to occur no more than ninety (90) days from the date the Committee held their initial meeting to consider the appeal.
 - 10.2. A reasonable place for the appeal hearing.
11. The Registrar must provide written notice of an appeal hearing that requires the applicants attendance to the applicant at least fourteen (14) days before the date set for the hearing. **Paramedics Regulation 48**
12. In an appeal hearing before the Committee:
- 12.1. The parties to the hearing are the College and the applicant **Paramedics Regulation 49(1)**, each party have the right to all of the following:
 - 12.1.1. Representation by legal counsel. **Paramedics Regulation 49(2)(a)**
 - 12.1.2. If the appeal hearing requires the attendance of parties, the opportunity to present evidence and to make submissions. **Paramedics Regulation 49(2)(b)**
 - 12.1.3. Disclosure of all relevant information and documents. **Paramedics Regulation 49(2)(c)**
 - 12.2. The applicant is a compellable witness to the appeal hearing. **Paramedics Regulation 49(3)**
 - 12.3. The proceedings must be electronically recorded. **Paramedics Regulation 49(4)**
13. Some evidence is not admissible at an appeal hearing unless:
- 13.1. The opposing party has been given the specific opportunity or information at least ten (10) days before the date of the appeal hearing:
 - 13.1.1. For written or documentary evidence, an opportunity to examine the evidence. **Paramedics Regulation 50(1)(a)**
 - 13.1.2. For expert evidence, a copy of the expert's written report, or if there is no written report, a written summary of the evidence and the expert's qualifications. **Paramedics Regulation 50(1)(b)**
 - 13.1.3. For witnesses' testimony, if the Committee authorized the attendance of witnesses, the identity of the witness. **Paramedics Regulation 50(1)(c)**
 - 13.2. The Committee allows the introduction of evidence that would be otherwise inadmissible.
 - 13.2.1. If the Committee allows otherwise inadmissible evidence, the Committee may make any directions it considers necessary to ensure that a party is not prejudiced by the admission of the evidence. **Paramedics Regulation 50(2)**
14. If an applicant fails to attend an appeal hearing, the Committee may **Paramedics Regulation 51**;
- 14.1. Proceed with the appeal hearing in the applicant's absence, and
 - 14.2. Take any action authorized under the Act and Regulations.
15. The Committee must render a written decision with reasons within ninety (90) days after it concludes either an appeal hearing, **Paramedics Regulation 52(1)(a)** or review of the written evidence and submission. **Paramedics Regulation 52(1)(b)**

16. The Committee may make any decision the Registrar, or the Registration Committee could have made with respect to the application and may do any of the following:
 - 16.1. Uphold the Registration Committee's decision.
 - 16.2. Order the imposition of conditions or restrictions on the license of the appellant.

Paramedics Regulation 52(2)(a)
17. The Committee may assess any costs to be paid by the applicant and determine how any security deposited is credited towards the costs or refunded to the applicant. **Paramedics Regulation 52(2)(b)**
 - 17.1. Costs include all of the following:
 - 17.1.1. Expenses incurred by the College, the Council and the Registration Appeal Committee. **Paramedics Regulation 52(3)(a)**
 - 17.1.2. Honoria paid to members of the Registration Appeal Committee. **Paramedics Regulation 52(3)(b)**
 - 17.1.3. The College's solicitor-and-client costs, including disbursements, relating to the application and the appeal, including those of the College counsel and counsel for the Registration Appeal Committee. **Paramedics Regulation 52(3)(c)**
 - 17.1.4. Additional costs resulting from a member causing the postponement of an appeal hearing. **Paramedics Regulation 52(3)(d)**
18. Committee members involved in rendering a decision must ensure they review and agree upon the written decision.
19. The written decision must, at a minimum, include:
 - 19.1. An overview of the file and a statement of issues.
 - 19.2. A review and analysis of the information.
 - 19.3. A conclusion that provides clear direction to both the applicant and the Registrar on how the statement of issues is to be addressed.
20. The Committee Chair, or their designate, must ensure the decision is forwarded to the applicant and Registrar.
21. The decision of the Registration Appeal Committee is final. **Paramedics Regulation 53**

PROCEDURE

N/A

RELATED DOCUMENTS

Canada Free Trade Agreement

Paramedics Act

Paramedics Regulations

Terms of Reference for the Registration Committee

Terms of Reference for the Registration Appeals Committee

RL Policy on Applicant and Registrant Fees

DOCUMENT HISTORY ((Date of Reviews. Revisions, etc)

Motion by Council at the April 29, 2022, Session 33 meeting of Council