

Checklist for Renewal

PERSONAL USE ONLY

(This form is designed to assist providers with the collection of renewal documentation)

Important Renewal Notes:

- Please refer to your annual Licence Confirmation for accuracy with renewal requirements.
- Renewal documentation is admissible by email except when originals are required through posted mail.
- Normal processing time is ten (10) business days from the date when submissions are received.
- To expedite your renewal process please include all documentation with your application.
- Faxed or photographed documentation is not accepted.

For All Providers: **Renewal Process Starts – October 1**

Annual Provincial Renewal Form <i>(Must be completed in its entirety for consideration)</i>	<input type="checkbox"/>
Current Health Care Provider (HCP) BLS CPR or equivalent	<input type="checkbox"/>
Two-Year Term Professional Practice Hours <i>(Minimum 600 hours are accepted in the First Year of the Two-Year term)</i>	<input type="checkbox"/>
Continuing Medical Education (CME) Hours <i>(Minimum half of hours in First Year/Total hours are accepted in the First Year of the Two-Year term)</i>	<input type="checkbox"/>

Minimum CME Hours – First Year

Minimum CME Hours - Two-Year Term

Additional Requirements for CCPs and ACPs

Current Advanced Cardiac Life Support (ACLS) certification <i>(Every two years)</i>	<input type="checkbox"/>
Employment Verification Letter in the critical care/flight environment <i>(For MFS endorsement if applicable)</i>	<input type="checkbox"/>

Intermittent Requirements

Original Certificate of Conduct with Vulnerable Sector Screening <i>(Every four years dated within 120 days of submission)</i>	<input type="checkbox"/>
Two original Passport-style Photos <i>(Every four years dated within six months of submission)</i>	<input type="checkbox"/>

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CME KEY CATEGORIES

Licensed Paramedicine providers are required to focus their CME education within specified Key Categories as outlined:

TWO-YEAR TERM

KEY CATEGORY	EMR	PCP	ACP	CCP- ACP with MFS
AIRWAY AND BREATHING	4 hours	8 hours	12 hours	16 hours
CARDIAC	4 hours	8 hours	12 hours	16 hours
MEDICAL	4 hours	8 hours	12 hours	16 hours
TRAUMA	4 hours	8 hours	12 hours	16 hours
OBSTETRICS AND GYNECOLOGY	1 hour	2 hours	3 hours	4 hours
PEDIATRICS	1 hour	2 hours	3 hours	4 hours
FLEXIBLE	2 hours	4 hours	6 hours	8 hours
Minimum TOTALS	20 hours	40 hours	60 hours	80 hours

CRITICAL RENEWAL DATES:

FEBRUARY 1 -- deadline date for documentation submission to NLPR. Renewal documentation must be postmarked or emailed to NLPR by February 1 to be considered on time. Submitting documentation on time without discrepancies will guarantee licence renewal on or before March 31. Renewal documentation received after February 1 will be considered late.

MARCH 31 -- final day of licence year. Providers submitting documentation after February 1 are not guaranteed licence renewal by March 31. NLPR processes late documentation in order of date received. Providers cannot work past March 31 without licence renewal. Providers without renewal will receive notification of inactivation on April 1.