

SECTION	Registration			
SUBJECT	Late fee/forfeiture of license	Policy #		
APPLICABLE GOVERNANCE DOCUMENT	Regulated Health Professions Act - Section 23.1, 23.2 CDPEI Bylaws Section 15			
Approved by CDPEI Council	Effective April 2024	Reviewed	Revised	Page 1/2

POLICY

Members who have not renewed their license as per License Renewal Policy by April 1st automatically forfeit their membership and license to practice unless the member has been granted an extenuating circumstance extension by the Registrar/Deputy Registrar.

PROCEDURE

Action	Time	Responsibility
1. Send notice via email informing member registration has not been renewed and registration may be renewed only upon payment of a late registration penalty and any outstanding submission (payment of renewal fee, completion of renewal form, and continuing education record (CE). Payment and complete renewal package (renewal application and CE) and fee must be received by March 31st. Inform member employer will be notified if no renewal or resignation (As per Resignation Policy) received by March 31 st .	First week of March	Registrar/Deputy Registrar
2. If no response and no renewal application received resend email and phone call member with repeat of information listed in step 1.	Second week of March	Registrar/Deputy Registrar
3. If no response and no renewal application received resend email and phone call member with repeat of information listed in step 1.	Third week of March	Registrar/Deputy Registrar
4. If registration has not been received by April 1 the member's name is removed from the register and the employer is notified.	April 1	Registrar/Deputy Registrar

