



## **Making Regulatory Connections**

***Your regulatory newsletter from the Newfoundland and  
Labrador Council of Health Professionals (NLCHP)***

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and NLCHP Website on January 21, 2020\*](#)
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### ***Council Member Updates***

NLCHP would like to wish all registrants a happy, healthy 2020!

#### **New College Chair – College of Traditional Chinese Medicine Practitioners and Acupuncturists (CTCMPANL):**

NLCHP would like welcome Kenny Clarke (R. Ac) as Chair of the CTCMPANL. Kenny has been a member of Council as the Vice Chair of CTCMPANL. Kenny is replacing Ethne Munden. We would like to thank Ethne for her time and effort as a Council Member and for her valuable input to the Council. Ethne

will continue to be a member of the Complaints Authorization Committee.

***NLCHP Council Members:***

**Colin Power: NLCHP Council Chair**

**Kenny Clarke** - [College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador](#)

**Chris Murphy and Judy Davidson** - [College of Audiologist and Speech-Language Pathologists Newfoundland and Labrador](#)

**Jeanine Bavis and Patty Murphy** - [Newfoundland and Labrador College of Dental Hygienists Inc](#)

**Cheryl Bailey** - [Newfoundland and Labrador College of Respiratory Therapists](#)

**Lisa Napier and Colin Power** - [Newfoundland and Labrador College of Medical Laboratory Sciences](#)

**Cara Begg-Reid** - [College of Midwives Newfoundland and Labrador](#)

*Public Representatives:*

**Gladys Dunne, Elizabeth Whitten, Douglas Wright, Joshua Fisher, William Jeffery, and Debbie Brake-Patten.**

*Staff:*

CEO/Registrar: **Alice Kennedy**

Deputy Registrar: **Janine O'Malley**

Administrative Assistant: **Lori Newhook**

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***[Launch of Online Registration System and NLCHP Website on January 21, 2020](#)***

NLCHP is pleased to announce it will be launching its new online registration and membership portal and website on January 21, 2020!

With implementation of this new database all health professional groups will move to a common registration date of April 1st for the 2020 licensure year. Registrants will be able to renew online for the 2020-21 licensure year starting **January 21, 2020**. Late fees will apply to applications submitted as of **March 1, 2020**.

What are the benefits of the online system?

- Renew your license online – no more paper forms! This includes the ability to upload required documentation for renewal. It is fast and easy!
- Change your name, address, contact information, and employer information online.
- Receive email reminders and alerts for important deadlines and renewals.
- Print copies of registration payment receipts.
- Comprehensive Continuing Education management system for registrants. You can track your CE requirements and upload proof of completion documents – COMING SPRING 2020

**Important things you need to know:**

1. A complete guide with step-by-step instructions will be available on our new website as of January 21, 2020. Please look for the **RENEWAL 2020** menu tab to find all the information you will need.
2. You can activate your online account using the primary e-mail address you you have provided to the NLCHP.
3. You will be required to provide the following information:
  - Your current employment information, including work site, department and address.
  - Practice hours and verification of those hours (letter) from every employer that does not provide this information directly to NLCHP. [Self-employed registrants are required to have practice hours documentation verified by an independent third party. The independent third party could be an account manager, office manager or auditor.](#)
  - Information on any other active registrations you hold in your profession. Note: You will be required to have a letter of standing sent directly to NLCHP before your renewal can be approved.
  - Professional Liability Insurance information. If you current PLI policy will be expiring soon or expires before the renewal date, you will be required to provide a copy of your updated policy as documentation.

Even if you have submitted this previously to NLCHP, you will be required to update a copy as part of the first renewal in the new online system.

- If your profession requires that you maintain mandatory certifications such as CPR, you will need to provide current proof of completion. [Even if you have submitted this previously to NLCHP, you will be required to update a copy as part of the first renewal in the new online system.](#)
4. Late fees will apply to applications submitted after **March 1, 2020**. Be sure to renew online before that date.

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## [NLCHP Extended Office Hours](#)

The NLCHP will be offering extended hours on through the renewal period on:

Wednesdays 8:30 am – 8:30 pm

To ensure we are available to answer questions you may have about using the new system. This will come into effect on January 22, 2020 and will continue until February 26, 2020.

If you need assistance or have questions, please email [lori.newhook@nlchp.ca](mailto:lori.newhook@nlchp.ca) or [janine.omalley@nlchp.ca](mailto:janine.omalley@nlchp.ca). If you encounter an issue with the system, it is very helpful to include a screenshot in your e-mail. Alternatively, you can contact the NLCHP at 745-7304 if you have any questions.

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## [NLCHP Policy Reminder](#)

### **Policy: Change of Status During the Registration Year**

NLCHP Council approved a new policy entitled Change of Status During the Registration Year in 2019. Registrants who wish to Change their registration status during the registration year must complete a Change of Status Request Form.

Effective January 1, 2020, registrants who do not wish to renew their registration must notify NLCHP to change their registration status from an active registration renewal category to inactive status and must also complete a Change of Status Request form. Inactive registrants who renew their registration within three months of changing their registration status and who meet the requirements for registration, will be registered using the registration renewal process. After three months of inactive status, registrants will be required to meet initial registration requirements to change to an active registration category including providing a new criminal record and vulnerable sector check and paying a lapsed membership fee of \$60.

Registrants who fail to apply to the NLCHP of a change in status and do not renew their registration before the deadline will be required to re-apply for registration. These individuals will be required to meet initial registration requirements including providing a new criminal record and vulnerable sector check and paying a lapsed membership fee of \$60.

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**This regulatory e-newsletter contains information on a wide variety of topics intended to enhance your practice. As it is published and circulated to all registrants, it is the expectation of the NLCHP that all registrants are aware of the matters contained therein. Registrants are reminded not to unsubscribe to this email as it contains important regulatory information that is relevant to your profession.**

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**Newfoundland and Labrador Council of Health Professionals**

209 Blackmarsh Road

St. John's, NL, A1E 1T1

**Office Hours:** 8:30 - 12:30 ; 1:30 - 4:30

Phone: (709)745-7304

Outside metro: 1-855-863-8616

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