

## ONLINE RENEWALS OPEN FEBRUARY 1, 2022 FOR REGISTRATION YEAR APRIL 1, 2022 – MARCH 31, 2023



### Submit your Record and Abuse Checks via your Member Portal

Practicing members with initial registration dates between April 1, 2016 to March 31, 2017 (certificate numbers **3905 – 4200**) must submit a) Criminal Record Check with Vulnerable Sector Search\* b) Child Abuse Registry SELF Check and c) Adult Abuse Registry SELF Check with this renewal. All checks must be dated **within the last 12 months**.

Non-Practicing members with certificate numbers of **3905 – 4200** will be required to submit their Record/Registry Checks when changing their category to Practicing (anytime during the registration year).

### Update your Continuing Competence Program Profile Now

#### Enter Hours into your CCP log

The current CCP cycle (2019-2022) is coming to an end. *All members* (Practicing and Non-Practicing) must enter activities they have participated in or are registered to participate in up to March 31, 2022 into their CCP logs. **NOTE: \*Content-specific activities for all members are due at this renewal.**

**At renewal** Practicing members must complete a Self Assessment and Learning Plan for the **new** 3-year CCP cycle (2022-2025). Non practicing members will be required to complete their Self Assessment and Learning Plan upon moving to the Practicing category.

Please review the [Continuing Competence Program](#) webpage for a review of member responsibilities, tools you can use to navigate the program, and links to free learning activities.

### Steps to Renew (Opens February 1, 2022)

**Step 1:** Log into your Member Portal

**Step 2:** Upload copies of your record and registry checks if your certificate number is between **3905-4200**.

**Step 3:** Record your specific CCP requirements into the CCP log, complete the Self Assessment and Learning Plan for the next 3-year cycle (2022-2025).

**Step 4:** Complete the renewal form and ensure you have updated your current address, email, employer information, including current supervisor name/email and contact information.

**Step 5:** Complete payment

**Step 6:** View/print your 2022 Certificate of Practice (for those in the practicing category) and 2022 receipt from your Member Portal

### Timelines & Fees

- [Fees](#) are due no later than March 1, 2022 for the upcoming registration year of April 1, 2022 to March 31, 2023.
- Fees received between March 2, 2022 and March 31, 2022 will be subject to a \$75 [administrative late fee](#).
- If fees are not received in full by March 31, 2022 registration will be [cancelled](#).