

## ONLINE RENEWALS OPEN FEBRUARY 1, 2023 FOR REGISTRATION YEAR APRIL 1, 2023 – MARCH 31, 2024



### If Applicable, Submit Record/Registry Checks via Member Portal\*

Practicing members with initial registration dates between April 1, 2017 to March 31, 2018 (certificate numbers **4201-4470**) must submit **each of the following checks** for this year's renewal;

- 1) Criminal Record Check with Vulnerable Sector Search
- 2) Child Abuse Registry SELF Check
- 3) Adult Abuse Registry SELF Check

All checks must be dated **within the last 12 months** of the submission date.

Non-Practicing members with certificate numbers of **4201-4470** will be required to submit their Record/Registry Checks when requesting a category change in order to be approved to transfer to the Practicing category.

**PLEASE PLAN AHEAD:** Child Abuse and Adult Abuse checks can take up to 6 weeks to be processed and mailed to members.

**All renewal applications must be submitted by March 1, 2023.** Members who have not submitted their Record/Registry Checks (if applicable) by the renewal deadline must complete and pay for their renewal application by March 1<sup>st</sup> to avoid late fees. These renewed members will have until March 31, 2023 to upload their Record/Registry documents in the member portal.

\*Unsure if you need to submit? Log into your [member portal](#) to confirm if previously uploaded checks have been approved. If the Records/Registry Check section is blank and your certificate number falls between **4201-4470** you must submit all three checks to renew your registration.

### Steps to Renew (Opens February 1, 2023)

**Step 1:** Log into your [Member Portal](#)

**Step 2:** If applicable, upload copies of your record and registry checks (see above)

**Step 3:** Record your CCP hours in your log, [update the Self-Assessment and Learning Plan](#)

**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

Following approval, members can view/print their 2023 Certificate of Practice (for those in the practicing category) and 2023 receipt via the Member Portal.

If your renewal is pending, instructions will be communicated to you.

### Timelines & Fees

- [Fees](#) are due no later than March 1, 2023 for the upcoming registration year of April 1, 2023 to March 31, 2024.
- Fees received between March 2, 2023 and March 31, 2023 will be subject to a \$75 [administrative late fee](#).
- If fees are not received in full by March 31, 2023 registration will be [cancelled](#).