



<h1>Guide for completing the Annual Registration Renewal</h1>	<h1>2010</h1>
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This guide is designed to help you complete the 2010 Online Annual Renewal Form. Please carefully review this guide prior to completing your renewal form. Incomplete forms will not be accepted and may subsequently be subject to the late fee if they are not completed and received by 2400 hours, December 15<sup>th</sup>, 2009. Please complete the entire form.

## GENERAL INFORMATION

The information on the online form is the information we currently have on file. Please make corrections in the appropriate area (s). Name changes must be accompanied by appropriate documentation (name change document, marriage certificate, etc).

## MISCELLANEOUS SECTION A

**1)** If you are not planning to return to the practice of physiotherapy in 2010, but may practice again in the future, you may resign your registration. You must complete your form and indicate on it that you are resigning and you will pay no fee. If you intend to return to practice in the future you will be subject to the registration requirements in place at the time of your re-entry..

If you are **retiring**, or **not returning to physiotherapy practice** in the future, but would like to receive mailings and have the opportunity to mentor and use the title “physiotherapist retired” you may register as inactive for the fee of \$60.00

Should you wish to resign your license during the year you must notify the College Office in writing and you will be sent an acknowledgement of your request

**2)** Please provide an email address where you prefer to receive information from the College. We have moved to email distribution of all information and require your email address to keep you up-to-date.

## CURRENT EMPLOYMENT INFORMATION SECTION B

**NOTE: When you make any changes in Section B (Office) or (Home) after you type the first change and hit enter an input box will open either in front of you on the screen or behind the page you just typed your change on. If the input page is not in front of you look at the bottom of the screen for a small box that has the words “Office” or “HomeAddressChange” in it. Click on this box and either the “Office” or “Home” input box will appear. You must type your changes in this input box and click save on the bottom of this page when you have made all the necessary changes.**

Please provide your current employment information. There is currently only space for one employer and employment site. This is the primary site is where the majority of your work hours are accumulated;. **Please put the correct name, full address and postal code of worksite.**

NOTE: the online registration renewal system cannot yet capture information on Secondary Employer Information, if you have one, or Continuing Education Hours that you might have accumulated in 2009, so:

- If you have a second employer and or CE hours to report then go to the NSCP website [www.nsphysio.com](http://www.nsphysio.com) and download a copy of the Secondary Employer and Continuing Education Hours Report Form, fill it out and send it to: [office@nsphysio.com](mailto:office@nsphysio.com) PS the document is in MS Word such that you can download a copy, fill it out on your computer and then attach it to an email and send it to us.

**Remember to fill in the Practice hours (hours worked) at the end of the Employer Information, Section B. Worked or Practice Hours** are hours spent working in your area of practice i.e. clinical, or non-clinical (consultation, education, & administration). You cannot claim hours related to CE, LOA, sick leave, vacation, statutory holidays, etc. **Note: Although the registration is for 2010, the practice information we collect is from the year 2009**

**The total worked hours are recorded right after the employer information in section B and worked/practice and other hours are then recorded as percentages in section D. Other Hours** are hours, outside your area of practice, that require the use of physiotherapy knowledge or skills, volunteer activity, and/or participation in the physiotherapy professional or regulatory organizations.

**THE CURRENT PRACTICE HOUR REQUIREMENT IS 1200 PRACTICE HOURS WITHIN THE PREVIOUS CONSECUTIVE FIVE CALENDAR YEARS (200 OF WHICH MAY BE OTHER HOURS). IF YOU DO NOT MEET THE PRACTICE HOUR REQUIREMENT YOU ARE NO LONGER ELIGIBLE FOR REGISTRATION. CURRENTLY WE ARE LOOKING AT THE YEARS DEC 2005 THROUGH DEC 2009**

**IN ADDITION, STARTING IN 2008 YOU MUST ACCUMULATE 200 CONTINUING EDUCATION HOURS IN A 5-YEAR PERIOD. SO DON'T FORGET TO FORWARD YOUR CE HOURS AS MENTIONED ABOVE.**

#### RENEWAL OPTIONS AND FEES

1) You may renew your license for the full year from January 1, 2010 to December 31, 2010 for the fee of \$380.00. If you are not currently practicing physiotherapy in the province of Nova Scotia you should renew as a “non-practicing” member. When you wish to change to a “practicing” status you must notify the College office and you must meet the current practice requirements for your area of responsibility.

#### LATE FEES

All renewals entered after **midnight on December 15<sup>th</sup>**, will not be processed without the late fee being submitted. The late fee for all registration renewals is \$100.00. Those renewals received after 2400 hours on Dec. 15<sup>th</sup>, with the appropriate late fee, will be processed by Dec. 31st. Registrations not received by 2400 hours December 31, 2009 will be suspended and employers notified.

#### PAYMENT OPTIONS

Payment is to be made in Canadian funds. You may pay by Visa or MasterCard. If you are unable to pay by credit card please contact the office to make alternate arrangements.

#### CLARIFICATION AND DECLARATION

##### PRIVACY

The personal information collected on these forms is used by the Nova Scotia College of Physiotherapists for registration and identification of members, and administration of the Act, Regulations and Standards. It is collected under the authority of the Act. The College does not sell this information nor does it provide information to commercial entities for mass mail outs. We do send emails for educational or employment opportunities if the member has indicated a desire to receive such mail. De-identified member information is shared with the Canadian Institute for Health Information (CIHI) for government HHR purposes. If you have concerns about your privacy please contact the office@nsphysio.com.

##### RECEIPTS AND MEMBERCARDS

Receipts with registration confirmation will be emailed out when your registration renewal is completed. Please retain your receipt for income tax purposes, as there will be a charge to replace it if lost.

##### DECLARATION

The annual registration form is a legal document. Providing false or misleading information will be viewed as professional misconduct. Please check off the appropriate boxes to indicate your understanding and sign and date the appropriate sections.