

## CHECKLIST FOR RENEWAL

### PERSONAL USE ONLY

*(This form is designed to assist providers with the collection of renewal items)*

#### Important Renewal Notes:

- Please refer to the licence confirmation for annual renewal items.
- Renewal documentation may be submitted by email; however, original items are required by posted mail.
- To expedite the renewal process please include all required documentation upon submission.
- Faxes or photographs of documentation are not accepted.

#### Renewal Items:      *Renewal Process Starts – October 1*

|  |                          |
|--|--------------------------|
| Annual Provincial Renewal Form<br><i>(Must be completed in its entirety)</i>                   | <input type="checkbox"/> |
| Annual BLS Provider CPR<br><i>(Date of completion must be within the current licence year)</i> | <input type="checkbox"/> |

#### Two-Year Term Items: *(in addition to renewal items/MFRs are excluded)*

|  |                          |
|--|--------------------------|
| Two-Year Term Professional Practice Hours<br><i>(Minimum 600 hours to be submitted in the first or second year of the two-year term)</i>                     | <input type="checkbox"/> |
| Continuing Medical Education (CME) Hours<br><i>(Minimum half of hours in first year/Total hours can be submitted in the first year of the two-year term)</i> | <input type="checkbox"/> |

Minimum CME Hours – First Year

Minimum CME Hours - Two-Year Term

#### CCP or ACP Providers *(in addition to renewal items)*

|   |                          |
|---|--------------------------|
| Employment Verification Letter in the critical care environment<br><i>(For MFS endorsement, if applicable)</i>        | <input type="checkbox"/> |
| Updated Advanced Cardiac Life Support (ACLS) Certification<br><i>(Every two years based upon the expiration date)</i> | <input type="checkbox"/> |

#### MFR Providers *(in addition to renewal items)*

|  |                          |
|--|--------------------------|
| Updated Medical First Responder (MFR) Certification<br><i>(Every three years based upon the expiration date)</i> | <input type="checkbox"/> |
|--|--------------------------|

#### Additional Items *(in addition to renewal items, when necessary)*

|   |                          |
|---|--------------------------|
| Original Certificate of Conduct with Vulnerable Sector Screening<br><i>(Every four years dated within 120 days from receipt)</i>                                | <input type="checkbox"/> |
| Two original Passport-style Photos<br><i>(Every four years dated within six months from receipt / Please place your name on the back of at least one photo)</i> | <input type="checkbox"/> |

## CHECKLIST FOR RENEWAL

### CME KEY CATEGORIES

Providers are required to focus their CME education within the specified Key Categories as outlined:

### TWO-YEAR TERM

| KEY CATEGORY           | EMR      | PCP      | ACP      | CCP- ACP<br>with MFS |
|------------------------|----------|----------|----------|----------------------|
| • AIRWAY AND BREATHING | 4 hours  | 8 hours  | 12 hours | 16 hours             |
| • CARDIAC              | 4 hours  | 8 hours  | 12 hours | 16 hours             |
| • MEDICAL              | 4 hours  | 8 hours  | 12 hours | 16 hours             |
| • TRAUMA               | 4 hours  | 8 hours  | 12 hours | 16 hours             |
| • OB/GYN               | 1 hour   | 2 hours  | 3 hours  | 4 hours              |
| • PEDIATRICS           | 1 hour   | 2 hours  | 3 hours  | 4 hours              |
| • FLEXIBLE             | 2 hours  | 4 hours  | 6 hours  | 8 hours              |
| Minimum TOTALS         | 20 hours | 40 hours | 60 hours | 80 hours             |

### CRITICAL RENEWAL DATES:

**FEBRUARY 1** – Renewal documentation must be postmarked or emailed to NLPR by February 1. Submitting documentation on time without discrepancies will guarantee licence renewal by March 31. Renewal documentation sent after February 1 is considered late entry.

**MARCH 31** – Submitting documentation after February 1 cannot guarantee licence renewal by March 31. Late documentation is processed in order of receipt. Providers cannot practice past March 31 without licensure renewal. Inactivation notifications are forwarded on April 1.