

# Maintaining Registration

## Ongoing Reporting Requirements

REQUIREMENT	DATE DUE	RELEVANT DOCUMENT
CPR	Bi-annually with CMO renewal	<i>Policy on Continuing Competency in Cardiopulmonary Resuscitation</i>
Emergency Skills	Bi-annually with CMO renewal	<i>Policy on Continuing Competency in Emergency Skills</i>
NRP	Annually with CMO renewal	<i>Policy on Continuing Competency in Neonatal Resuscitation</i>
New Registrant Conditions	Reported after twelve months of registration	<i>New Registrants Policy</i>
Quality Assurance Program (QAP)	January 31 of each calendar year  * New registrants are required to report on the first full year following registration	<i>Quality Assurance Regulation</i> <i>Quality Assurance Program Kit (sent to new members in calendar year following registration)</i>
Active Practice	First report due at second anniversary of registration  Subsequent reports every 5 years	<i>Section 5.-(1) of Registration Regulation</i> <i>Policy on Active Practice Requirements</i> <i>Guideline to Active Practice Reporting</i>
Registration Renewal – Fees, Renewal form, and proof of certifications	No later than October 1 annually	<i>Article XI of College By-laws</i> <i>Guidelines to Registration Fees</i>
Contact Information	Within 30 days of a change in name, home address, phone number, e-mail or practice	<i>Article XI 7. and Article XII 3 of College By-laws</i>

Italics indicate documents located in the Registrants Binder