

## 2018 Online Renewal Guide

The College's online renewal system is your tool for renewing your permit. This guide is designed to assist you in navigating through the five easy steps of this system. Please refer to Frequently Asked Questions for further information on the 2018 renewal process.

The online renewal system can be accessed on the College website by clicking on '[My Profile](#).' Login with your user ID and case sensitive password.

To begin the renewal process, click on 'Renewal' tab. Here you will notice five renewal steps laid out through the tabs on the top bar. You will need to progress through each tab by reviewing and providing your information and then clicking on the 'Next' button.

### Step 1: Welcome Page

Review the information provided about the online renewal process and the College's commitment to protecting your personal information.

Click the 'Next' button to proceed.

### Step 2: Personal Profile

Click the 'Edit' button in each section to update your personal and employment information to ensure its accuracy. As per the Regulations, regulated practicing members must provide the names, addresses, and telephone numbers of all current employers where the member provides professional MRT or ENP services throughout the year.

All registrants must provide an email address where they prefer to receive information from the College. Confidential information will be sent to you by email, so please ensure that the email address that you provide is secure and checked frequently. You will not be able to proceed to the next screen until you complete this step.

The College also seeks your consent to email you information about membership services; by choosing 'Yes' you are providing consent to receive electronic messages regarding member services events/activities including the College's newsletter. Please note that electronic messages to communicate regulatory related matters that fall under the *Health Professions Act* will continue to be sent to all College members regardless of their consent decision regarding member service activities. Examples of such regulatory communications include: registration renewal notices, requests for stakeholder feedback on College documents, continuing competence program requirements, etc.

You are required to declare either you 'do not have any additional education information' or to enter other earned diplomas, degrees, masters, doctorates, etc; in addition to your qualifying MRT or ENP diploma/degree. To add information about additional education you have obtained, click the 'Add' button on the Education heading. You will not be able to proceed to the next screen until you complete this step.

To ensure the integrity of College records, users cannot make changes to some fields through the online system. You will need to email or call the College to facilitate the following:

- Changing your name
- Modifying or changing your qualifying MRT or ENP educational information
- Changing the name of an existing workplace
- Adding a new workplace to the College search engine because the facility has been created recently

Also, please note that when you put an end date on a workplace existing on your record, it will no longer be visible online but will continue to exist on your record at the College.

The College, along with all the other provincial organizations in Canada, supports a database that assists health human resources planning that supports an integrated healthcare delivery system. This data is used for taking policy level decisions about issues such as preparing for the impact of an aging population. Please click 'Edit' on the Employment Information line to enter your retirement intention. You will not be able to proceed to the next screen until you complete this step.

Click the 'Next' button at the bottom of the page to proceed.

### Step 3: Renewal

#### Confirm your renewal:

Your current registration type is automatically generated for the upcoming year under the pending renewal registration. You must ensure that the registration status and type listed under pending renewal registration is correct before proceeding to the next step.

Note: If you are not practicing effective January 1, 2018 because you are going on a leave (parental, medical, etc.) or resigning please send the College a completed [Registration Status Change Application Leaving Practice](#) form.

#### Renewal of additional and enhanced practice authorizations:

If you do not require any authorizations, please move onto step four.

If you are renewing as a practicing member and will renew your current authorization, please email, fax or mail a completed [Additional and Enhanced Practice Authorization Application](#) to the College by December 1, 2017.

If you are renewing as a practicing member and do not wish to renew your current authorizations, please email the College at [info@acmdtt.com](mailto:info@acmdtt.com) and ask to remove this requirement from your renewal.

The following additional and enhanced practice authorizations are available to registrants holding a valid practice permit:

<b>Enhanced practice</b>	<b>Available to:</b>
CT & Contrast Media	Nuclear medicine technologists
Ictal SPECT Injection	Electroneurophysiology technologists
Medication Administration	Radiological and magnetic resonance technologists
Quantitative CT	Nuclear medicine technologists
MR in Radiation Therapy	Radiation therapists
Enhanced GI Fluoroscopy	Radiological technologists
<b>Additional authorizations</b>	
Venipuncture	Radiological technologists, magnetic resonance technologists and radiation therapists
Breast Ultrasound	Radiological technologists
Bladder Ultrasound	Radiation therapists
Prostate Ultrasound	Radiation therapists
Needle Authorization	Electroneurophysiology technologists

**Note:** Please remember that your renewal is not completed until this form is received at the College. You will know that the College has received your completed form and that your renewal has been completed when you receive the College's email to notify you of your access to your 2018 practice permit and receipt.

Click the 'Next' button at the bottom of the page to proceed.

#### Step 4: Declaration

You will be required to declare your pending 2018 registration for renewal. Members with multiple specialties will be required to declare **each renewal specialty separately**.

Please review the declarations carefully. For each registration declaration, you will need to:

- Enter in the amount of hours you worked in 2017, in the specialty that you are renewing
- Declare whether you have complied with the Continuing Competence Program
- Declare whether you have complied with professional liability insurance coverage requirements
- Declare any changes to your conduct since the last registration year
- Renewal declaration
- Click the 'Submit' button to save your declarations

**Note:** These declarations outline your key responsibilities as a self-regulated professional. If you provide false or misleading information it can be viewed as professional misconduct.

Click the 'Next' button at the bottom of the page to proceed.

#### Step 5: Payment

##### **If you wish to pay by Visa or MasterCard:**

1. Proceed to payment by clicking on the 'Next' button. Upon completing payment, you will receive instant confirmation that your payment transaction has been successful.
2. The College will review your online submission.

##### **If you wish to pay by cheque or money order:**

1. You may logout of the secure website now. Send a cheque or money order to the College with your name and registration number. Your renewal will remain pending until your registration fee has been received.
2. When your registration fee is received by the College, staff will complete your registration renewal on your behalf.

**Note:** If your renewal is complete you will receive an email notification providing access to your online practice permits and tax receipt for 2018.

#### College contact information:

- If you have any questions, please email [info@acmdtt.com](mailto:info@acmdtt.com) or call the College at 780.487.6130 ext **228**
- Fax: 780.432.9106
- Mailing Address: Suite 800, 4445 Calgary Trail Edmonton AB T6H 5R7