



# Registration Renewal 2023

## Information Guide



# Table of Contents

Table of Contents .....	2
Introduction .....	3
Annual registration renewal.....	3
Online renewal system.....	3
Important note for supervisors.....	3
Important dates to remember .....	3
Resignation.....	3
Getting Ready .....	4
My Profile login information.....	4
Information and documents .....	4
Supported browsers and file types.....	4
Renewal Support.....	4
Completing Renewal .....	5
Starting your renewal .....	5
Name change.....	5
Address change .....	5
Contact information.....	5
Education .....	5
Certifications.....	5
Professional liability insurance (PLI).....	5
Employment .....	6
Practice hours.....	6
Additional and enhanced practice authorizations.....	6
Continuing Competence Program (CCP) declaration .....	6
Liability declaration.....	7
Conduct declaration.....	7
Declaration of compliance .....	7
Submission of your renewal (declaration).....	7
Submitting, saving and withdrawing your renewal .....	7
Payment.....	7
After Submission .....	8
Automatically processed renewals .....	8
Renewals requiring review .....	8
Updates to personal and/or employer information .....	8
Additional and enhanced practice authorizations .....	8
Practice hours.....	8
Continuing Competence Program (CCP) incomplete for 2021-22 cycle.....	8
Conduct declaration .....	8
Unpaid invoice.....	8
Renewal Support.....	9

# Introduction

Registration renewal for 2023 is now open! This guide was created for members of the Alberta College of Medical Diagnostic and Therapeutic Technologists (the College) to provide details on every aspect of the registration renewal process. We encourage all members to read through this guide before starting the renewal process.

## Annual registration renewal

Maintaining your College registration is one of the most important legal obligations for all medical radiation and electrophysiology technologists practicing in Alberta. Under the *Health Professions Act* (HPA) and the *Medical Diagnostic and Therapeutic Technologists Profession Regulation* (the Regulation), all regulated College members are required to renew their registration each year in order to be legally authorized to practice the profession of medical radiation or electrophysiology technology in Alberta.

## Online renewal system

All members must use the renewal system built into the online member portal, [My Profile](#), to renew their registration. While this guide provides important information about renewals, we have also created a [Member Portal Renewal Manual](#) that includes step-by-step instructions for completing your renewal in My Profile along with screenshots of the system.

## Important note for supervisors

As a supervisor, you will receive an email when a member renews an additional or enhanced practice authorization, and they will not be able to complete their registration renewal until you have reviewed and approved the authorization using the provided link.

## Important dates to remember

Please keep these dates in mind when considering when to initiate your renewal. **If you are renewing any additional or enhanced practice authorizations, account for the time it will take your supervisor and the College to approve the authorization.**

- **October 1, 2022:** The registration renewal system opens.
- **November 30, 2022:** Renewals completed after this date are subject to an additional \$150 administration charge.
- **December 31, 2022:** The online registration renewal system closes.
- **January 1, 2023:** Regulated members who have not renewed will have their permits administratively suspended and must contact the College to complete their registration. Their permits will be administratively cancelled after 40 days.
- **February 11, 2023:** Regulated members who had their permits administratively suspended will have their permits administratively cancelled.

## Resignation

If you are moving out of the province, retiring or taking a leave of absence from your employment as an MRT or ENP, you may choose to resign your registration. You only need to maintain your registration when you are actually practicing the profession in Alberta. If you would like to resign your registration, log in to [My Profile](#) and select "Apply" in the "Resigned" box on your home page.

For more information about resigning your registration, please see the [Resignation](#) section of the [Registration Change](#) page on the College website.

# Getting Ready

Before you begin the renewal process, we encourage you to read through this guide and ensure you have everything you need. By doing a bit of preparation in advance, you can complete the online renewal process quickly and easily.

## My Profile login information

To log in to My Profile, go to <https://acmdttv6.alinityapp.com/> and enter the following credentials:

- **Username:** Your username is your email address.
- **Password:** If you don't remember your password, click the "[Click here if you forgot your password](#)" link on the login screen and follow the instructions.

Please note that we do not have access to your password. If you don't know what email address we have on file or would like to change the email address you use to log in, please contact us at [info@acmdtt.com](mailto:info@acmdtt.com).

## Information and documents

Please have the following information and documents ready before you begin your renewal:

- My Profile login information (see previous section)
- Practice hours for 2022: Locate your most recent 2022 paystub(s) from all employers and determine the number of practice hours you have worked so far in 2022. Add the number of hours you expect to work until December 31, 2022. Exclude vacation and sick-time hours.
- Employer information for all 2022 employment, including contact information and start and end dates (if applicable)
- Current address and contact information
- Professional liability insurance information for 2023
- Supervisor contact information if renewing additional or enhanced practice authorizations
- Official name change document if changing your name
- Official document (e.g., diploma) if adding new education
- Payment information if paying online using Visa, Mastercard, Visa Debit or Debit Mastercard
  - The annual registration fee is \$450, and if you submit your renewal after November 30, 2022, there will be an additional \$150 administration charge applied

## Supported browsers and file types

Please note that older internet browsers (versions of Internet Explorer older than 11, Chrome older than 40 and Firefox older than 35) may have compatibility issues with the renewal system, and support cannot be provided for out-of-date browsers. We recommend using the most up-to-date browser available to complete your renewal.

If you need to upload any documents while completing renewal, please note that they must be in PDF or JPEG format.

## Renewal Support

There is a lot of information to process about registration renewal, so we understand our members may have questions. We encourage you to consult this document, the [Member Portal Renewal Manual](#) and the [frequently asked questions](#) as required, but please feel welcome to contact us by email at [registration@acmdtt.com](mailto:registration@acmdtt.com) or by phone at 780.487.6130 or 1.800.282.2165 if you have any questions about registration renewal or the online renewal system that aren't addressed in any of these places.

# Completing Renewal

Once you have considered your options and gathered all the necessary information and documents, you are ready to begin the registration renewal process.

## Starting your renewal

To begin your renewal, log in to My Profile. Click the "Renew" button in the "Complete My Renewal For 2023" box on your home page to start the renewal process.

If you accidentally initiate a registration change (e.g., resignation) instead of a renewal but haven't yet submitted it, you can withdraw your registration change form and the "Renew" option will repopulate on your home page. If you submit a registration change in error, please contact us at [registration@acmdtt.com](mailto:registration@acmdtt.com) as soon as possible.

## Name change

If you have legally changed your name, add a name change request. Enter your new name and upload the required documentation (a copy of your marriage certificate, birth certificate or change of name certificate issued under the Change of Name Act) in PDF or JPEG format. Please note that renewals with name changes require review by the College before they can be processed.

## Address change

If your address has changed, enter the new information. Supporting documentation is not required for address changes.

## Contact information

It is your responsibility as a regulated health professional to ensure your contact information is up to date. Email is the main method we use to communicate with our members, and we recommend using a personal email address rather than a work or school email address because messages we send may include sensitive information. Please note that changing your email address in this section will change the address we use to contact you but will not change your username; if you would like to change your username, please email us at [info@acmdtt.com](mailto:info@acmdtt.com).

## Education

Please carefully verify the information in the education section. If there are details missing from the education listed, please make note of the missing information and email it to us at [info@acmdtt.com](mailto:info@acmdtt.com) after you have submitted your renewal. If you have completed education that is not listed at all, you can add it during the renewal process. Please note that renewals with education added require review by the College before they can be processed.

## Certifications

If there is anything that needs to be changed in this section, please make note of the change and email it to us at [info@acmdtt.com](mailto:info@acmdtt.com) after you have submitted your renewal.

## Professional liability insurance (PLI)

As per legislation, all College members are required to have a minimum \$2,000,000 PLI per occurrence. Members must provide confirmation of PLI through their annual registration renewal, which means you must obtain PLI for 2023 before beginning the renewal process.

You must indicate who your PLI provider is in one of two places on the profile update step of the renewal process. If you hold personal PLI (e.g., CAMRT), select your provider from the dropdown menu in the personal PLI section. If you have PLI through your employer (e.g., AHS), enter that information in the employer PLI section.

## Employment

Report your overall employment status for the year, verify your employer information and make any changes required. All employers for 2022 need to be listed in order for you to enter your practice hours, so please add any missing 2022 employment where you worked as an MRT or ENP. Please note that if you need to add your employer's name manually (i.e., it doesn't show up in the search results), your renewal will require review by the College before it can be processed. To remove an employer, you can add an end date or email [info@acmdtt.com](mailto:info@acmdtt.com) to remove them entirely.

## Practice hours

You will be required to self-declare your practice hours. The system will track your hours and will confirm whether you continue to meet the currency of practice hours requirement. As a regulated professional, you are accountable for reporting your practice hours accurately.

During the renewal process, you will need to record your practice hours in two places: the number of hours for each employer, and the number for each specialty. If you only have one employer and one specialty, these numbers will be the same. If you have multiple employers and/or specialties, the total hours identified for all employers must equal the total hours identified for all specialties.

For example, if an ENP logged 1,000 hours for Employer A and 600 hours for Employer B, the total specialty hours would be 1,600. If an MRT(R)(MR) logged 1,500 radiological hours and 500 magnetic resonance hours at Employer A, the total employer hours for Employer A would be 2,000.

## Additional and enhanced practice authorizations

All additional and enhanced practice authorizations expire on December 31 every year and are renewed online during the registration renewal process. Your current authorizations will be displayed and you will be asked if you want to renew each one.

- If you want to renew an authorization, select "Yes" and verify your supervisor's information. Your supervisor's information will pre-populate from our records and will only need to be edited if something has changed or is incorrect. The system will automatically send an email to your supervisor when you submit your renewal on the next page, and your renewal will remain pending until your supervisor confirms your authorization using the link provided and the College approves the renewal of the authorization. Supporting documentation is not required to renew an authorization.
- If you do not want to renew an authorization, select "No" and you will no longer be authorized to perform the activity associated with this authorization as of January 1, 2023. You will be asked to confirm that you do not wish to renew your authorization before proceeding to the next step.

New authorizations cannot be added through the renewal system. If you would like [apply for a new additional or enhanced practice authorization](#), please refer to the Additional and Enhanced Practice Authorization page of the College website. After the authorization is approved, it is effective immediately and you will be authorized to perform the activity for the remainder of 2022. Renewal of the authorization will occur as part of the renewal process.

If you apply for an authorization after you have already completed your renewal but before the end of the year, your authorization will be valid for the remainder of 2022 and will be automatically renewed for 2023 once it has been approved.

**Important note for supervisors:** You will receive an email when a member renews an additional or enhanced practice authorization, and they will not be able to complete their registration renewal until you have reviewed and approved the authorization using the provided link. Supervisors have seven days to confirm a member's authorization before the link expires.

## Continuing Competence Program (CCP) declaration

Members are required to participate in the CCP for each month in which they hold general registration. In order to renew your practice permit for 2023, you must have completed your CCP requirements for the 2021-22 cycle, which ran

from September 1, 2021, to August 31, 2022. The requirements include completing a self-assessment, a learning plan and records of learning activities in the My CCP online platform.

If you have not completed your CCP, your renewal will not be processed until you have. You also need to affirm that you have completed your 2021-22 CCP requirements by answering "Yes" to a legal declaration during the renewal process, and legislation requires the College to pursue incorrect information provided through this declaration.

## Liability declaration

In addition to indicating your PLI provider, you must check off a box to declare that you hold the required PLI.

## Conduct declaration

Read each question carefully and answer truthfully. If you answer "Yes" to any of the questions, please provide a detailed explanation along with any relevant documentation by email to [registration@acmdtt.com](mailto:registration@acmdtt.com) or by fax to 780.432.9106, and note that your renewal will require review by the College before it can be processed. For more information, please see the [Conduct Declaration](#) page of the College website.

## Declaration of compliance

Review each statement in this section and check the corresponding box to indicate your agreement. All boxes must be checked in order for you to submit your renewal.

## Submission of your renewal (declaration)

Review each statement in this section and check the corresponding box to indicate your agreement. All boxes must be checked in order for you to submit your renewal.

## Submitting, saving and withdrawing your renewal

Once you have completed all sections of the renewal and verified the accuracy of the information, you can submit your renewal by clicking the "Submit" button at the bottom of the second page. Your renewal will either be [processed automatically](#) or [require review](#). If you need to make a change to your renewal after it's been submitted, please contact us by email at [registration@acmdtt.com](mailto:registration@acmdtt.com) or by phone at 780.487.6130 or 1.800.282.2165.

If you aren't ready to submit your renewal, you can save your current progress and complete it at a later time by clicking the "Save for later" button at the bottom of the page. Your saved renewal will be available on your home page. If you haven't submitted your renewal yet and you want to start over or discard it (e.g., if you accidentally initiated a registration change or if you decide you want to resign), you can delete your current renewal by clicking the "Withdraw" button at the bottom of the screen. Please note that this will permanently delete any new information added within the renewal (including profile updates), but the "Renew" box will reappear on your home page and you can start a new renewal right away.

## Payment

If your renewal doesn't include any circumstances that require review by the College (see the [Renewals requiring review](#) section for more details), you will be brought to a payment screen after you submit your renewal. You can pay your registration fees online using Visa, Mastercard, Visa Debit or Debit Mastercard, and your renewal will be processed as soon as the transaction is approved. We also accept payment by cheque, but your renewal will remain on hold until we receive the cheque and process the payment. Cheques should be sent by mail wherever possible, but if you would like to drop it off at the office, please contact us at [info@acmdtt.com](mailto:info@acmdtt.com) to make an appointment. If your renewal does require review, you will receive an email directing you to the member portal to make payment once your renewal has been processed.

**Please note:** the ACMDTT office is in the process of moving to a new office space and will be closed during the transition starting Monday, September 19 and will re-open on Monday, October 31.

## After Submission

Once you submit your renewal, you will be brought to either a payment screen or a screen indicating your renewal requires review.

### Automatically processed renewals

If you are prompted to pay your registration fees and successfully make payment online, your renewal is complete. Your 2023 practice permit will be available on your home page. Remember to print it out or save it to your device to have ready for January 1.

### Renewals requiring review

If you see the screen that says "Payment cannot be accepted for your renewal at this time," please don't be concerned that you did something wrong or that your renewal will be rejected. There are many reasons your renewal might not be able to be processed automatically, and the College runs reports every day to see which renewals were not processed and reviews and approves them as quickly as possible.

If your renewal is pending and the College has not followed up with you within three business days (eight business days for renewals that include additional or enhanced practice authorizations), please contact us at [registration@acmdtt.com](mailto:registration@acmdtt.com) as additional information or action may be required. Please be sure to check your email's junk/spam folder for messages or log in to My Profile to view important emails sent from the College on the "My emails" tab. Once your renewal has been approved, you will be notified by email to return to the member portal to make payment.

The most common reasons renewals are not processed automatically are described in this section. If your renewal was not processed and none of these circumstances apply, please contact us by email at [registration@acmdtt.com](mailto:registration@acmdtt.com) or by phone at 780.487.6130 or 1.800.282.2165 for more information.

### Updates to personal and/or employer information

If you change your name, add an employer that is not currently in the system or add new education information, the College will review the information before processing your renewal.

### Additional and enhanced practice authorizations

If you renew an additional or enhanced practice authorization, your renewal will be on hold until your supervisor confirms your authorization and the College approves it. The link sent to your supervisor is good for one week, so please contact us at [registration@acmdtt.com](mailto:registration@acmdtt.com) if your supervisor needs a new link or if you want to have a different supervisor confirm your authorization.

### Practice hours

If you have not reported 800 practice hours in the previous five years for your primary specialty and/or 160 hours in the previous five years for your secondary specialty, the College will contact you.

### Continuing Competence Program (CCP) incomplete for 2021-22 cycle

If you have not completed your 2021-22 CCP, your renewal will not be processed until you have. If you complete your CCP and your renewal has still not been processed after three business days, please contact us by email at [info@acmdtt.com](mailto:info@acmdtt.com).

### Conduct declaration

If you answered "Yes" to any of the questions in the conduct declaration section, the College will need to review your file before we can process your renewal. Please provide a detailed explanation along with any relevant documentation by email to [registration@acmdtt.com](mailto:registration@acmdtt.com) or by fax to 780.432.9106.

### Unpaid invoice

If you have been issued an invoice but have not yet paid it, your renewal will remain pending until you have.

## Renewal Support

There is a lot of information to process about registration renewal this year, so we understand our members may have more questions than usual. We encourage you to consult this document, the [Member Portal Renewal Manual](#) and the [frequently asked questions](#) as required, but please feel welcome to contact us by email at [registration@acmdtt.com](mailto:registration@acmdtt.com) or by phone at 780.487.6130 or 1.800.282.2165 if you have any questions about registration renewal or the online renewal system that aren't addressed in any of these places.