



Registration Renewal 2024

Information Guide



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Introduction

This guide is for registrants of the Alberta College of Medical Diagnostic and Therapeutic Technologists (the College) regarding the Annual Registration Renewal process. We encourage all registrants to read this guide before beginning.

Annual Registration Renewal

Maintaining your College registration is one of the most important legal obligations for all medical radiation and electroneurophysiology technologists practicing in Alberta.

Under the *Health Professions Act* (HPA) and the *Medical Diagnostic and Therapeutic Technologists Profession Regulation* (the Regulation), all College registrants are required to renew their registration each year to be legally authorized to practice the profession of medical radiation or electroneurophysiology technology in Alberta.

Online Renewal System

All registrants must use [My Profile](https://acmdtt.com/members/login/) (<https://acmdtt.com/members/login/>) to renew their registration.

Important Note for Supervisors

Supervisors will receive an email when a registrant renews an Additional or Enhanced Practice Authorization which must be reviewed and approved using the provided link. Registrants will not be able to finish their Registration Renewal until this is complete.

Important Dates to Remember

Registration Renewal 2024: Oct. 1 – Nov. 30, 2023

*If you are renewing any Additional or Enhanced Practice Authorizations and need supervisor and College approval, **we recommend starting your Renewal by November 1.** Supervisor authorizations received after November 30 may subject the registrant to the additional \$150 administrative fee.*

- **October 1, 2023:** The Registration Renewal system opens. Annual Renewal Fee is \$450.
- **November 30, 2023:** Renewals completed after this date are subject to an additional \$150 administration fee.
- **December 31, 2023:** The online Registration Renewal system closes.
- **January 1, 2024:** Registrants 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 12, 2024:** Registrants who had their permits administratively suspended will have their permits administratively cancelled.

Maternity or Short-Term Leave

For registrants on or planning maternity or short-term leave, the College recommends you complete your annual Registration Renewal to return to work without delay.

Resignation

If you are moving out of the province, retiring or taking a leave of absence from your employment, you may resign your registration. You only need to maintain your registration when you are 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.

If you do not formally resign your registration, your registration (Practice Permit) will be administratively cancelled as per the Health Professions Act. In future, if you wish to reinstate your registration, you may also have to complete your CCP Cycle before registering.

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

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 2023: Locate your most recent 2023 paystub(s) from all employers and determine the number of practice hours you have worked so far in 2023. Add the number of hours you expect to work until December 31, 2023. Practice hours **do not include** vacation, sick time, leave of absence, or any other paid/unpaid practice hours.
- Employer information for all 2023 employment, including contact information and start and end dates (if applicable).
- Current address and contact information. (It is your professional responsibility to keep your contact information in [My Profile](#) current at all times.)
- Professional Liability Insurance (PLI) information for 2024.
- Supervisor contact information (if renewing Additional or Enhanced Practice Authorizations).
- Government-issued 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, 2023, there will be an additional \$150 administration fee applied.

Supported Browsers and File Types

We recommend using the most up-to-date computer or tablet browser (e.g., Chrome, Safari, Firefox, Edge) available to complete your renewal. [My Profile](#) is not optimized for or recommended for use on smartphones.

Uploaded documents must be in PDF, JPEG, or Microsoft Word format.

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](https://acmdtt.com/members/login/) (<https://acmdtt.com/members/login/>). On the home page, find the click the "Renew" button in the "Complete My Renewal For 2024" box 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 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. Name changes require College review.

Address Change

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

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 registrants, and we recommend using a personal email address rather than a work or school email address because messages we send may include sensitive information.

Changing Your 'My Profile' Username

Please note that changing your email address in this section will change the address we use to contact you but *will not change your [My Profile](#) login username. To change your username, please contact us at 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 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. Renewals with additional education require College review before processing.

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 after you have submitted your renewal.

Professional Liability Insurance (PLI)

As per legislation, all College registrants are required to have a minimum \$2,000,000 [Professional Liability Insurance \(PLI\)](#) per occurrence. Registrants must provide confirmation of PLI through their Annual Registration Renewal, which means you must obtain PLI for 2024 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-AB, Medical Imaging Ed, other), 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. If you hold professional liability insurance (PLI) through your employment, enter the specific name of your employer in the "Employer insurer" field. NOTE: Alberta Health Services (AHS) is *not* the specific employer

name; instead, enter the name of the *facility* where you are employed (e.g., Tom Baker Cancer Centre). The name in this field should match the employer's name on your profile, and when you begin to type it in a list will pop up that allows you to select the correct one.

Employment

Report your overall employment status for the year, verify your employer information, and make any changes required.

Employers need to be listed in [My Profile](#) before you can enter your practice hours. If your employers' name does not show in the search results, you will need to add your employer's name(s). Your renewal will require College review before it can be processed.

To remove an employer, add an end date to that employer. Contact info@acmdtt.com if you have any problems.

Practice Hours

You will be required to self-declare your practice hours for the year, including the hours you expect to work until the end of the year.

[My Profile](#) 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.

Correcting Practice Hours

If after Renewal submission, your estimated practice hours requires correction, you may submit a Currency of Practice Audit form. This form will be available on [My Profile](#) after January 1.

Additional and Enhanced Practice Authorizations

It is always best to apply for new Additional and Enhanced Authorizations before starting your Renewal.

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.
 - The facility listed for your authorization must exactly match one of your employment records; if the records don't match, you will receive an error when you try to proceed and you will need to edit the facility associated with the authorization. Look at the title of your employment record to see what name you need to use, then begin typing it in the authorization facility field and select the correct facility from the list that pops up.
- **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, 2024. You will be asked to confirm that you do not wish to renew your authorization before proceeding to the next step.

WARNING: Do not enter your own personal contact details in place of your supervisor's information. You cannot confirm your own authorization(s).

Adding New Authorizations

New authorizations cannot be added through the renewal system. If you would like to apply for a new Additional or Enhanced Practice Authorization, please see the [Additional and Enhanced Practice Authorization](#) page. After the authorization is approved, it is effective immediately and you will be authorized to perform the activity for the remainder of 2023. 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 2023 and will be automatically renewed for 2024 once it has been approved.

Important note for supervisors: Supervisors will be sent an email when a registrant renews an Additional or Enhanced Practice Authorization. The registrant will not be able to complete their registration renewal until you have reviewed and approved the authorization using the provided link. Supervisors have seven (7) days to confirm a registrant's authorization before the link expires. If you did not receive the link, please check your junk folder before contacting the College to reissue the link.

Continuing Competence Program (CCP) Declaration

Registrants are required to participate in the CCP for each month in which they hold general registration. In order to renew your practice permit for 2024, you must have completed your CCP requirements for the 2022-2023 cycle, which ran from September 1, 2022, to August 31, 2023. 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, you will be blocked from renewing until all requirements have been completed. You also need to affirm that you have completed your 2022-2023 CCP requirements by answering "Yes" to a legal declaration during the renewal process. Legislation requires the College pursue incorrect information provided through this declaration.

Liability Declaration

In addition to indicating your [Professional Liability Insurance \(PLI\)](#) 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 - . Your Renewal will require College review before it can be processed.

For more information, please see the [Conduct Declaration](#) page of the College website. Conduct declaration refers to the current year only. If you are a participant in an Agreement and Undertaking, or are currently under investigation, you must answer 'yes' to the applicable declaration(s).

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 it 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 at registration@acmdtt.com, 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 My Profile 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

The annual Registration Renewal Fee is \$450. Renewals completed after November 30, 2023, are subject to an additional \$150 administration fee.

If your renewal does require review, you will receive an email directing you to My Profile to make payment once your renewal has been processed.

Visa, Mastercard, Visa Debit, Debit Mastercard

If your renewal doesn't require College review (see [Renewals Requiring Review](#) 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. Your renewal will be processed as soon as the transaction is approved.

Cheques

We also accept payment by cheque, but your renewal will remain on hold until payment is processed. Cheques should be sent by mail wherever possible. If you would like to drop it off at the College's office, please contact registration@acmdtt.com to make an appointment. Registration is not complete until payment is received. Cheques received after the November 30 deadline will be subject to the \$150 administration fee.

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 2024 Practice Permit will be available on your My Profile home page to print out or save to your mobile device for January 1.

Renewals Requiring Review

If you see a screen that says, "Payment cannot be accepted for your renewal at this time," thank you for your patience while it is manually processed. The College will review and approve it as quickly as possible.

If your Renewal is pending and the College has not followed up with you within three (3) business days (or eight (8) business days for Renewals that include Additional or Enhanced Practice Authorizations), please contact us at registration@acmdtt.com as additional information or action may be required.

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 My Profile to make payment.

Common Reasons for Review

The most common reasons renewals are not processed automatically are described below. If none of these circumstances apply, please contact us at registration@acmdtt.com, 780.487.6130 or 1.800.282.2165.

Updates To Personal 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 will expire in seven (7) days. If your supervisor needs a new link or you want to have a different supervisor confirm your authorization, contact registration@acmdtt.com.

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 2022-23 Cycle

If you have not completed your 2022-2023 CCP, your renewal will not be processed until completed.

If you complete your CCP and your renewal has still not been processed after three (3) business days, please contact us at info@acmdtt.com.

Conduct Declaration

If you answered "Yes" to any of the questions in the Conduct Declaration section, the College will review your file before processing your renewal. Please provide a detailed explanation along with any relevant documentation by email to 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 not be completed until payment is received.

Renewal Support

If you have any further questions, please contact us at registration@acmdtt.com, 780.487.6130 or 1.800.282.2165.

We receive a high volume of inquiries during the Renewal period, which are processed in the order received. We appreciate your patience.