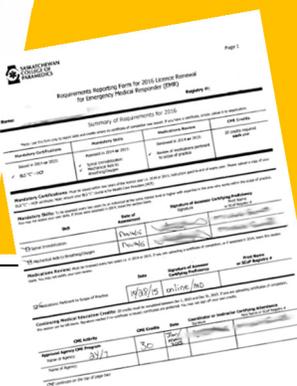


Renewal Special Edition



The Pulse by SCoP

The Saskatchewan College
of Paramedics newsletter
October 14, 2016

Find things faster with our new website!

So you've completed the PCP Upgrade program and you want to change your licence level to PCP 2011 NOCP. How do you do that?

Or, your friend wants to work in Saskatchewan but is licensed only in Alberta. Can they work here?

Or maybe you haven't done your continuing education credits yet and don't know how many are needed.

You could ask your manager, or your colleagues, or your course instructor for more information, but are you sure they have the most current info?

Or, you could head over to our new and improved website! It is now live at collegeofparamedics.sk.ca

It looks so much cleaner, and it's so much easier to read. We also know that 52% of traffic to our site is mobile, so it resizes automatically whether you're on a laptop, a smartphone, or a tablet.

We have reorganized and rewritten much of the content to make finding information more intuitive. Anything you need to know about getting a

licence with SCoP is found under Getting Licensed. Separate pages contain specific information for those who are New Graduates, Licensed in Another Province, International Applicants, and Reinstatements. Information about licensing exams and gap training can also be found in that section.

Once you are a member, much of the information you'll need is in the Members section. That's where you'll go for information about Renewal, CME Opportunities, PCP Scope Change, changing your status, and the new Student Restricted Licences.

The protocol manuals are now easily accessible from the main page in two places, or anywhere else on the website in just one click.

The ever-popular Job Postings page is still there, as well as Documents (containing all sorts of important College information), information about our Council and Staff, and other resources.

The biggest change to our website is within the brand new Member

Account section, which is discussed throughout this newsletter.

We hope you enjoy the changes!

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Renew your licence before December 1

Renewal is now open!

All practicing and non-practicing licences expire on December 31 and must be renewed for you to work as a paramedic in 2017.

Your 2016 licence doesn't expire until the end of the year, but the deadline to renew it is December 1.

If your licence isn't renewed by the deadline, late fees begin accumulating. They start at \$50 on December 2 and go up \$25 every Monday until your renewal is completed and all fees are paid.

Licences that are not renewed by the end of January are considered lapsed. They can be reinstated for a fee, and a licensing exam may be required. If you do not know if you want to renew your licence, you may want to consider taking a non-practicing licence.

Members are very much encouraged to renew early! In fact, if you renew by November 1, you'll be entered into a draw to win one of two \$250 prepaid VISA cards. The odds of winning change every year, but last year it was **2 in 330**. Pretty good odds!

Information for renewal is on the College website, and is specific to each licence level. Please note that each licence level has different renewal requirements.

Applying to renew your licence has changed a lot this year! Most importantly, **you will not be able to submit an incomplete renewal application.**

The renewal form will walk you through what you need, so go ahead and have a look right away.

If your form displays any incorrect dates, contact the SCoP office immediately. We can fix it, no problem.

Please watch your inbox for our emails, because we will send you a message if we happen to find incorrect items submitted.

Notice of approval by email

When your application for licence renewal is approved, we will send you an email. Watch your inbox! If you do not receive an approval email or see your name on the Member List on the main page of our website, then

please contact us to find out why.

Email is the most effective way for us to communicate with all 2,200 members of the College, so please keep your address

current in your Member Account.

Everyone (in particular Hotmail users) should also add **@collegeofparamedics.sk.ca** to their whitelist so that all of our emails from all of our various accounts get through to your inbox. If you do not know how to whitelist an email address, Google can help you!

Member workstation

We still have a member workstation in our office, which you are welcome to use any time during business hours. We can scan documents for you and walk you through the renewal process. **Please note, the Licence Renewal form allows uploads from smartphones and**

tablets! Our office is located at 202 – 1900 Albert Street in Regina. Just ask security to let you up to our office on the second floor. We are open Monday through Friday, 8:30 a.m. to 4:30 p.m. and we are open over lunch.

Uploading additional documents

The new Licence Renewal form will not allow you to update skills or cards if your previous ones are still good. So, if you would like to submit new ones anyway (which is a great idea) you can submit new information via the Continuing Medical Education (CME) Reporting form. It is currently offline but will be back online shortly in case you need to upload more documents.

eTransfer

Returning this year is the option for eTransfer as part of your payment options. Choose the eTransfer option and send the correct amount to louise.durnford@collegeofparamedics.sk.ca. It will be up to you to ensure that you send the correct payment quickly. Remember: anything received after December 1 will automatically cause you to incur late fees. If you choose eTransfer, please transfer the money

immediately so that you don't forget.

Renewal help

Help for renewal is available online and will be expanded to include the changes to the new system.

We also have a phone system that includes

information on some of the most common questions we receive during renewal. Contact us if you have any questions and we will be happy to help!

**Renew by
November 1 to
win one of two
\$250 prepaid
VISA cards**

**Incomplete
forms can no
longer be
submitted.
Please begin
early!**

How to navigate the new Member Account & forms

eApplication and ePortfolio are gone! You can now access information about your SCoP membership through our new **Member Account**. Just look for the green button at the top of the website:

(You can basically ignore that “Sign In” link beside the button. It lets you sign in, but Member Account signs you in and takes you to your account in one step.)

The screenshot shows the website header with the SCoP logo on the left and a navigation bar on the right containing a green 'Member Account' button, a 'Sign In' link, and a search bar. Below the header is a green navigation menu with links for 'BECOME LICENSED', 'MEMBERS', 'PROTOCOLS', 'PROFESSIONAL CONDUCT', 'RESOURCES', and 'ABOUT US'. The main content area features a large green arrow pointing right, followed by the text 'The Saskatchewan College of Paramedics'. Below this are three columns: 'Latest News' with a link to 'Service Dog' (dated 21/09/2016), 'Quick Links' with buttons for 'Protocol Manuals', 'Job Postings', 'Member List', 'Report a Complaint', and 'Member Account', and 'Upcoming Exams' with three entries: 'EMR Exam: deadline Nov 21' (dated DEC 05), 'ACP Exam: deadline Jan 11' (dated MAR 01), and 'PCP Exam: deadline Jan 11' (dated MAR 01).

Within the new Member Account, you can:

- See more info about your licence than ever before
- See when your restrictions expire
- Update your snail mail and email addresses
- Change your password
- Print payment receipts
- **NEW:** Update the photo for your member card
- **NEW:** See which Licence Requirements we have on file for you
- **NEW:** Apply for Licence Renewal

Member Card Photos

The first thing you will see when you sign in to your Member Account is the photo that goes on your Member Card. It is now something that you can manage yourself! If you would like to update your photo, please go ahead and upload a new photo **before** you submit your Licence Renewal form.

What kind of photo is acceptable? It is going on your professional ID, so it should look like the type of photo that you would take for a passport. Selfies against a plain background are acceptable as long as it is from straight ahead and you look professional. Shirt with a collar or a plain t shirt without logos are recommended. Wearing your uniform is definitely preferred.

Licence Requirements

Within the new Member Account there is a tab called Licence Requirements. If you're using a smartphone, it will look like a link, not a tab. And yes, everything in the Member Account will work on a laptop, smartphone, or tablet, including uploads. It might look a little different on each platform, but it is all the same content.

Everything in the Member Account will work on a laptop, smartphone, or tablet, including uploads!

The items listed in the Licence Requirements section are the educational requirements needed for you to be licensed with SCoP that have not yet expired. These requirements are the ones that used to be listed in ePortfolio, and they will also be displayed **within the Renewal form**.

Ok we know this stuff gets a little confusing, so we're going to try to explain things in a few different ways.

Exact requirements for renewal are all listed on our website, separated by licence level. The following is an explanation of how those requirements show up in your Member Account and Licence Renewal form and how to read them.

Mandatory cards are things like BLS "C" – HCP, ITLS, PHTLS, PALS, PEPP, and ACLS.

These certifications are ok for 2017 if they haven't expired when you submit your renewal form.

This is a huge change from before! In the past, you had to certify every two years whether your card was still valid or not. The only thing that is important now is the expiry date of the card. If it hasn't expired yet, you can use it to renew. Slightly different rules exist for instructor cards: they are ok until the end of the year of expiry.

For example, if your ITLS card expires on November 6, 2016 and you are not an ITLS instructor (as shown in the table below), the card is valid and can be used for renewal as long as you submit your renewal application on or before November 6. If you wait until November 7 to renew, you cannot use this card. In fact, the form will actually require you to upload a new card or request a Restricted Licence.

Item	Date Issued	Date of expiry	Instructor
BLS for Health Care Providers	28/10/2012	06/11/2016	No

If the person above was an instructor, their card would be valid for renewal until the end of 2016. The form will ask you if you are an instructor so that it can calculate the dates properly.

Mandatory skills are things like Mechanical Aids to Breathing/Oxygen, Supraglottic Airways, Intubation, Cardioversion, et cetera.

These are required every two years, which means to renew your licence for 2017, you must have had these skills assessed either in 2015 or 2016.

For the example below, this skill is ok for renewal.

Item	Date Issued	Date of expiry	Instructor
ALS Pediatric: Intubation	01/05/2015	31/12/2017	No

It was done in 2015 so it's fine, plus the system has calculated the expiry to the end of next year. **Remember, you are renewing your licence so that you can work until the end of 2017.** This skill is good to the end of 2017.

Continuing Medical Education credits may appear in your Licence Requirements tab.

Most members have to do 20 CME credits in 2016 to renew their licence for 2017. Exceptions to this are listed on our website under Members > Renewal.

In the example below, this person did their credits in 2015 and still needs to do them in 2016 so they can work in 2017:

Item	Date Issued	Date of expiry	Instructor
CME 20 Credits per year	01/11/2015	31/12/2016	No

These dates are all now available to you in the Licence Requirements tab within the Member Account. They will also show up within the Licence Renewal form online!

Licence Renewal 2017

Huge changes this year! Here is a lowdown of the biggest changes.

New upgrades to our registry system database have allowed SCoP to upgrade the forms used for submitting information to the College. These new forms bring with them a lot of new functionality, which will help members know exactly what is needed for renewal.

The new renewal form:

- knows your licence level
- knows what is required for each licence level to renew
- knows what you have already submitted in the past
- calculates what is expired and what isn't
- requires you to input dates of new cards and skills (**important**)
- does not allow you to submit it until it is complete (**very important**)

To renew your licence, go to **Member Account**, then **Applications**, then **Licence Renewal**

In the past, many members did not really have an understanding of what was needed for renewal. So, it was common for members to submit the form without even knowing if it was complete. Then, they'd have to wait for SCoP to contact them with a list of what was missing. It created a lot of confusion for everyone.

The new form now walks you through what is needed.

And, you can't submit the form until it is complete.

It's that simple.

If the BLS "C" – HCP that you submitted in the past isn't valid for this year's renewal, the form will ask you to upload a new one. If you don't have a new one, you can't finish the form until you do.

And yes, uploading is now going to happen right within the form, instead of all at the end. (No more Supporting Documents section!) You will find that you no longer want a giant .pdf of all of your cards and skills. Keep each document separate so that you can upload it to the right section. **You'll find that taking a photo with your smartphone may be the easiest way to upload your individual cards!**

What does uploading look like?

This member below has an expired BLS “C” – HCP card on file and is prompted to either enter in new information, or choose a Restricted Licence. They have chosen to update their card. Their ITLS is not expired, so it does not prompt for an update. See how easy it is?

Licence Requirements - Certificates

BLS-HCP "C"

Effective Date	10/17/2014 12:00:00 AM
Expiry Date	12/31/2015 12:00:00 AM
* I would like to:	<input checked="" type="radio"/> Enter in my new certificate information <input type="radio"/> Request a Restricted Licence
* New Effective Date	<input type="text" value="10/3/2016"/>
* New Expiry Date	<input type="text" value="10/3/2018"/>
* I am an instructor	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Please attach a copy of your new BLS 'C' - HCP certificate	<input type="text" value="cpr.jpg"/> <input type="button" value="View"/> <input type="button" value="Remove"/>

ITLS - Basic

Effective Date	6/18/2015 12:00:00 AM
Expiry Date	6/18/2018 12:00:00 AM

The page for Mandatory Skills will look similar. In the example below, this member has to enter the dates for Supraglottic Airways plus upload proof of that skill. Proof is the Requirements Reporting Form pdf available from our website.

Licence Requirements - Mandatory Skills

Current Mandatory Skills

Skill	Effective Date	Expired
Airways, Supraglottic		Yes
Medications Pertinent to Scope of Practice	7/31/2015	No

Airways, Supraglottic

* I would like to

Enter in my new skill information
 Request a Restricted Licence

Licence Requirement - Skills Proof Document

* I have entered in new dates for at least one mandatory skill

Yes
 No

Most members have to do 20 credits of CME every single year. (Exceptions are listed on the Renewal pages of the SCoP website.) That page will look like the one on the next page and ask members to “Add New Record” to fill in the information. In the example on the next page, one 24-7 module has been entered so far.

Continuing Medical Education

Approved CME Program

[Add New Record](#)

	Name	Date	
select	24-7 Diabetic Emergencies	10/1/2016	delete

Seminars/Conferences

[Add New Record](#)

	Name	Date	
select			delete

Instructor (max 5 credits)

I am currently certified as an Instructor Yes No

Service on SCoP Council or Committees

I am currently on council or committee(s) Yes No



Here's a weird thing to note: when you are adding CME, you'll see a set of buttons that look like this:



Just ignore "Save and Continue." It saves, but it doesn't do what you think it will do. "Save" will save it and close the box, but you can reopen it and add more. "Save & New" will save it and allow you to add another one right away. It's part of the template we can't remove or change right now, sorry!

Can't finish your renewal?

So what do you do if something has expired and you'll be late finishing your renewal? You'll have the same options as always:

- Pay late fees, or
- Take a Restricted 2017 licence

The deadline for renewal is December 1 and late fees start at \$50 on December 2. They rise by \$25 every Monday too. You can choose to pay late fees if you can't finish your renewal, or you can choose to take a Restricted licence for 2017. That will give you six months to finish the education needed, and **yes you can still work alone with a Restricted licence when you've previously had an Unrestricted licence.**

When does it makes sense to pay for a restriction? A Restricted licence costs an extra \$100. Late fees are \$100 the week of December 12 and go up to \$125 on December 19. If you cannot finish your Licence Renewal before Sunday, December 18, you may want to pay \$100 for a Restriction.

Is a restricted or a non-practicing licence right for you?

Non-practicing licences are a great option for anyone on maternity leave, paternity leave, medical leave, and those who are leaving the profession or the province (in case you change your mind).

Incomplete applications are subject to late fees that will continue to grow until all licencing requirements are met. Rather than incurring late fees, consider applying for a restricted or non-practicing licence if you think you will need more time to gather information or meet requirements.

Practicing licence

A practicing licence for 2017 costs \$485, and all mandatory certificates, skills and CME credits must be submitted along with the fee. This licence allows you to work in any setting within the province.

Non-practicing licence

If you are not planning to work or volunteer as a paramedic in the immediate future, you can choose a non-practicing licence instead. It costs \$50 and you do not have to submit any certificates, skills, or CME credits. You can remain non-practicing for up to 2 years without consequence (you do have to renew your non-practicing licence for \$50 each year), as long as you are not

working or volunteering as a paramedic. When you want to change your status back to practicing, you will be required to submit your certificates, skills and CME, pay the practicing fee (\$485 for 2017) plus the \$50 change of status fee.

- ➔ **After 2 years** you will be required to complete a refresher course if you wish to become a practicing member.
- ➔ **After 5 years**, you will be required to complete the entire training program again.

Reinstatement

Reinstatement costs more than taking a non-practicing licence. If you do not renew your licence and instead let it lapse, you will need to go through reinstatement in order to re-licence. Reinstatement costs \$275 plus the licence fee of \$485 for 2017. If you have never written a licencing exam, you will also be responsible for writing and passing the exam at a cost of \$300 for EMR members, and \$695.50 for PCP and ACP members. A licence not renewed prior to February 1 requires reinstatement.

Restricted licence

Restricted licences are available to those who have not completed all of their mandatory certificates, skills, or CME credits. You can apply for a restriction for \$100, which will give you an extra 6 months to complete your requirements.

You will still be able to work alone with a restricted licence if you have previously had an unrestricted practicing licence.

Late fees

Late fees are collected on any licence renewals that are not submitted in full by December 1. All mandatory certificates, skills and CME credits must be submitted with the licence fee before midnight on December 1. Anything received after the deadline will incur late fees.

Late fees continue to accumulate by \$25 each week until your renewal is completed and all payment is complete. This means if you wait an extra week to pay late fees, you will be charged an extra \$25.

If you cannot meet your licence requirements, consider choosing a non-practicing or restricted licence rather than incurring late fees.

Renewal deadlines for all members:

October 11 Renewal opens	November 1 Early bird deadline	December 1 Renewal deadline	January 1 Licence is expired	February 1 Reinstatement required
Cost of licence: \$485	Can win \$250 if renewed by Nov 1. Cost of licence: \$485	Late fees begin. Cost of licence: \$485 + late fees (begin at \$50 and increase \$25/week until paid)	Cannot work or volunteer as a paramedic. Cost of licence: \$485 + late fees (begin at \$50 and increase \$25/week until paid)	Cannot work or volunteer as a paramedic. Cannot renew licence; reinstatement now required. Cost of licence: \$485 + \$275 for reinstatement + exam if you have never written a licencing exam



**SASKATCHEWAN
COLLEGE OF
PARAMEDICS**

YOUR LICENCE IS EXPIRING...

**Renew by
November 1
to win \$250!**



Early birds
can win 1 of 2
prepaid Visa
cards worth
\$250 each!

Renewal deadline:
December 1

Your licence to practice expires at the end of the year and the deadline to renew is December 1, 2016. Renew by November 1 and you'll be entered to win 1 of 2 prepaid Visa cards worth \$250 each!

The info you need is all on our website:

collegeofparamedics.sk.ca/web/Renewal