



2. Renewal of Licensure

Policy Number: NLPR 2026 - 002

Effective Date: June 1, 2026

Approved By: Ken Driscoll, Registrar - Paramedicine

Review Date: September 1, 2027

Legislative Reference: Pending regulations for Paramedicine

Guiding Principle: To outline the annual renewal requirements and process necessary to maintain paramedicine licensure through NL Paramedicine Regulation within a two-year term.

Policy Statement:

Newfoundland and Labrador Paramedicine Regulation (NLPR) has delegated authority to license and re-license Paramedicine Providers. Licensure renewal requires the Paramedicine Provider to comply with all legislation, regulations and standards through an annual renewal process that verifies that the Provider is maintaining personal conduct and professional practice.

Standards:

1. Provider licensure is issued for a two-year term with annual renewal requirements for all levels. Two-year terms end on March 31 each second year.
2. Paramedicine Providers must submit all necessary renewal items specific to licence level as outlined in Appendix 1.
3. The renewal process for Paramedicine Providers starts on October 1 annually.
4. Providers are required to attest to personal conduct through completion of a *Provincial Renewal* form to be submitted annually after October 1.
5. Providers require Basic Life Support (BLS) Provider CPR certification annually.
6. Continuing Medical Education (CME) hours are admissible any time within the two-year term and must be itemized as per Key Categories outlined in Appendix 2.
7. Providers require a minimum of 600 professional practice hours within a two-year term as outlined in Appendix 3.
8. CME and professional practice hours are prorated for the introductory two-year term when the Provider has an initial licence date after June 30.
9. MFR Providers do not require CME or professional practice hours for renewal.
10. CCP or ACP Providers employed in the critical care environment in Newfoundland and Labrador must provide an employment verification letter to maintain a Critical Care Specialist (CCS) endorsement.



11. CCP and ACP Providers require Advanced Cardiac Life Support (ACLS) certification every two years, this is in addition to BLS CPR certification.
12. MFR Providers require Standard First Aid – BLS certification every three years. May also be attributed to annual BLS CPR certification within the same licence year upon submission.
13. Passport-style photos and Certificates of Conduct including a vulnerable sector check require updating every four years.
14. Renewal items are required to be submitted annually no later than February 1, to ensure no disruption in licensure status.
15. Renewal items submitted or postmarked by February 1 are considered on time and will be reviewed and processed by date of receipt.
16. Renewal items submitted or postmarked after February 1 are considered late and will remain pending until all on time documentation has been processed.
17. Renewal items shown to have discrepancies will require resubmission before consideration. Resubmission of renewal items after February 1 are considered late entry documentation.
18. Providers not meeting the renewal deadline are assessed a late entry fee of \$50 CA.
19. Late entry fees must be paid and proof of payment emailed to NLPR no later than March 31 to maintain licensure.
20. Temporary Providers are subject to the same annual renewal requirements as if they held a full licence.
21. Paramedicine Providers may transition to a restricted licence to practice with a condition in place to permit the ability to fulfill an outstanding renewal item within a set time frame subject to the terms and conditions set by NLPR.
22. Paramedicine Providers holding a restricted licence with NLPR are not eligible to transfer licensure out of province through labour mobility.
23. Knowingly providing false information during renewal is considered conduct that does not conform to the standards of the profession and may preclude a Provider from maintaining licensure.
24. Providers who do not complete the annual renewal process by March 31 are inactivated.
25. Inactivated Providers who regain licensure are not eligible for prorated renewal items, regardless of the reactivation date.



26. Paramedicine Providers may only hold an inactive licence for a maximum of one year. Inactive licensure will become deactivated after one year.
27. Deactivated Providers who apply for re-entry are subject to a competency assessment and COPR entry to practice examination.

Procedures:

1. Renewal reminders are disseminated to Providers throughout the licence year.
2. Paramedicine renewal information and documentation are available online at [NLPR WEBSITE](#). Providers are required to access and download documents for renewal.
3. Renewal items are accepted by posted mail and/or email as PDF attachments. Providers are responsible for submitting original items by posted mail, when specified.
4. Providers are responsible to ensure NLPR is in receipt of renewal items within a reasonable time frame following the submission of all necessary documentation whether sent by email and/or posted mail.
5. Photographs, screenshots, or faxed copies of renewal items are not accepted.
6. Providers sending renewal items by posted mail are encouraged to use priority post for tracking purposes.
7. Providers may benefit from having Adobe software installed on a laptop or personal computer for the completion of renewal items electronically. Phones and handheld devices may have software incompatibility that may cause discrepancies with renewal items.
8. Providers are responsible for acquiring a Certificate of Conduct including a Vulnerable Sector check from the Royal Newfoundland Constabulary, Royal Canadian Mounted Police or other policing agency based on residency. Certificates through third party agencies are not accepted.
9. Providers are responsible for acquiring passport-style photos consistent to Canadian passport photo specification criteria, such as size, quality, and white background.
10. Paramedicine Providers wishing to update personal information may do so by submitting a *Change of Personal Information* form.
11. Providers on extended leave from employment must maintain licensure if intending to return to practice within paramedicine. Providers who are on extended leave, for any reason, are strongly encouraged to contact NLPR for consultation regarding licensure renewal.
12. Processing time may take up to ten business days from the receipt date of renewal items. Due to the high volume of renewal documentation during the peak renewal period or other extenuating circumstances, additional time may become necessary.
13. NLPR will begin renewal notifications via email as of January 1 to those Paramedicine Providers who completed the renewal process. Formal notifications are sent in accordance with the date of renewal completion.



13. Paramedicine Providers who have not submitted all renewal documentation by February 1 will not receive further renewal reminders until on time renewal documentation has been processed.
14. Paramedicine Providers are responsible for the payment of the late entry fee upon assessment.
15. NL Operators of Paramedicine will be issued updates on the renewal progress.
16. Paramedicine Provider inactivation will take effect as of 12:00am Newfoundland Standard Time (NST) on April 1 annually.
17. NLPR shall notify Providers by email **and** posted mail on the inactivation of licensure if renewal requirements remain outstanding on March 31.
18. NLPR shall confirm by email **and** posted mail on Declarations of Non-Renewal received from Providers by March 31.
19. NL Operators of Paramedicine will be issued a list of Inactivated Providers on April 1.
20. NLPR will modify annual deadline dates accordingly when April 1 falls on a Saturday or Sunday. Provider inactivation will take effect as of 12:00am Newfoundland Standard Time (NST) on the following Monday.
21. Providers are issued a licence confirmation annually upon completion of the renewal process.
22. Providers are issued an identification card annually to be maintained on person while on duty within the paramedicine profession in Newfoundland and Labrador.
23. Providers are responsible for maintaining medical authorization associated with employment to practice paramedicine in Newfoundland and Labrador.

References:

Pending regulations for Paramedicine

Forms:

Provincial Renewal
 Professional Practice Hours Reporting
 Change of Personal Information
 Declaration of Non-Renewal
 CME Reporting – Certificate Courses
 CME Reporting – Training without Certificates
 CME Course Approval
 CME Roster Sheet

Definitions:

TERM	DEFINITION
PARAMEDICINE PROVIDER	<i>A Critical Care Paramedic, Advanced Care Paramedic, Primary Care Paramedic, Emergency Medical Responder, or Medical First Responder.</i>
TEMPORARY PROVIDER	<i>Graduates of an ACP, PCP or EMR program in paramedicine who have received employer sponsorship and are awaiting successful completion of the entry to practice exam.</i>
INACTIVATED PROVIDER	<i>Provider with temporary revocation of licensure.</i>
DEACTIVATED PROVIDER	<i>Provider with permanent revocation of licensure.</i>
NL OPERATOR OF PARAMEDICINE	<i>Public or private/industrial employer within the paramedicine profession in Newfoundland and Labrador.</i>
INVASIVE TREATMENTS	<i>Medical procedures that enter the body using specialized tools and requiring significant skill.</i>
DELEGATED MEDICAL ACTS	<i>Protocols or guidelines that a Medical Director authorizes a licensed Paramedicine Provider to perform within scope of practice when on duty.</i>
MEDICAL AUTHORITY	<i>Direction and authorization to perform delegated medical acts from a physician to licensed Paramedicine Providers who are on duty and practicing.</i>
INTERGRATED HEALTH SERVICES	<i>Collaboration of NL Health Services and Medavie Health NL for paramedicine in Newfoundland and Labrador.</i>



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APPENDIX 1 – RENEWAL ITEMS

Annual Renewal Items (all levels)

ITEM	SPECIFICATION
PROVINCIAL RENEWAL FORM	Form must be completed in its entirety.
BLS PROVIDER LEVEL CPR	Copy of a valid certificate or confirmation letter from a Canadian-based training agency completed within the current licence year.

Two-Year Term Renewal Items (all levels except MFRs)

CME HOURS	CME hours verification may be submitted anytime throughout the two-year term.
PROFESSIONAL PRACTICE HOURS	Professional practice hours verification may be submitted anytime throughout the two-year term.

Four-Year Renewal Items (all levels)

CERTIFICATE OF CONDUCT	Original certificate or certified copy including a vulnerable sector check dated within 120 days from receipt by NLPR.
PASSPORT-STYLE PHOTOS	Two original photos having passport specification criteria, taken within six months from receipt by NLPR. Print your name on the back of one photo.

CCP or ACP Providers (additional renewal items)

EMPLOYMENT VERIFICATION LETTER	Official letter outlining a position in the critical care environment to maintain Critical Care Specialist (CCS) endorsement, if applicable.
ACLS PROVIDER *	Copy of a valid certificate or confirmation letter from a Canadian-based training agency completed within the current licence year.

* ACLS certificates must be renewed every two years based upon the expiration date.

MFR Providers (additional renewal item)

STANDARD FIRST AID BLS CERTIFICATION **	Copy of a valid certificate or confirmation letter from Canadian-based training agency completed within the current licence year.
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** Standard First Aid BLS certificates must be renewed every three years based upon the expiration date.



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RENEWAL ITEMS PER LEVEL – CONTINUED

CCP or ACP with (CCS) Endorsement

CCP/ACP (CCS) FIRST YEAR	CCP/ACP (CCS) SECOND YEAR
- Provincial Renewal Form - Employment Verification Letter <i>(Outlines employment in critical care environment)</i> - BLS Provider CPR <i>*Professional practice hours and Total CME hours may be submitted anytime throughout the two-year term.</i>	- Provincial Renewal Form - Professional Practice Hours Confirmation* - Employment Verification Letter <i>(Outlines employment in critical care environment)</i> - Minimum Eighty CME Hours* - Total two-year term - BLS Provider CPR - Current ACLS Provider** - every two years <i>**ACLS may be required either in the first year or second year of a two-year term based upon the expiration date.</i>

ACP

ACP FIRST YEAR	ACP SECOND YEAR
- Provincial Renewal Form - BLS Provider CPR <i>*Professional practice hours and Total CME hours may be submitted anytime throughout the two-year term.</i>	- Provincial Renewal Form - Professional Practice Hours Confirmation* - Minimum Sixty CME Hours* - Total two-year term - BLS Provider CPR - Current ACLS Provider** - every two years <i>**ACLS may be required either in the first year or second year of a two-year term based upon the expiration date.</i>

PCP

PCP FIRST YEAR	PCP SECOND YEAR
- Provincial Renewal Form - BLS Provider CPR <i>*Professional practice hours and Total CME hours may be submitted anytime throughout the two-year term.</i>	- Provincial Renewal Form - Professional Practice Hours Confirmation* - Minimum Forty CME Hours* - Total two-year term - BLS Provider CPR



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RENEWAL ITEMS PER LEVEL – CONTINUED

EMR

EMR FIRST YEAR	EMR SECOND YEAR
• Provincial Renewal Form • BLS Provider CPR <i>*Professional practice hours and Total CME hours may be submitted anytime throughout the two-year term.</i>	• Provincial Renewal Form • Professional Practice Hours Confirmation* • Minimum Twenty CME Hours* - Total two-year term • BLS Provider CPR

MFR

MFR FIRST YEAR	MFR SECOND YEAR
• Provincial Renewal Form • BLS Provider CPR <i>*Standard First Aid - BLS certificate may be required either in the first year or second year of a two-year term based upon the expiration date.</i>	• Provincial Renewal Form • BLS Provider CPR • Current Standard First Aid - BLS Certificate* - every three years



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APPENDIX 2 - CME

Continuing Medical Education (CME) should be organized educational sessions that are medically relevant to paramedicine and within one of the outlined Key Categories. A *CME Reporting* form must accompany all submissions for credit. CME that does not fall within one of the following tiers would require NLPR approval:

CME TIER	SPECIFICATION
*** Providers must use the CME Reporting - Certificate Courses form for renewal within the following tier. ***	
TRAINING AND/OR ONLINE COURSES WITH CERTIFICATES	<i>In-person courses from recognized training agencies are eligible towards CME requirements. A copy of a valid certificate or an official letter of completion directly from the training agency must be provided for consideration. Certificates of completion must outline the name of the Paramedicine Provider, subject title, completion date and number of education hours allotted.</i> <i>Recognized training agencies consist of courses through organizations, such as St. John Ambulance; Heart and Stroke Foundation; Canadian Red Cross; NL Health Services. Paramedicine education courses and patient care exercises affiliated with police/fire department sessions are admissible towards CME.</i> <i>Instructors may use course delivery in fulfillment of the CME requirement. An authorized course record or official letter of completion from the instructor's affiliated training agency must be submitted for verification purposes.</i> <i>Online CME may be eligible towards renewal requirements. Websites that offer an accessible certificate of completion would be preferred. Certificates of completion must outline the name of the Paramedicine Provider, subject title, completion date and number of education hours allotted.</i>

CME TIER	SPECIFICATION
*** Providers must use the CME Reporting – Training without Certificates form for renewal within the following tier. ***	
TRAINING COURSES WITHOUT CERTIFICATES	<i>Training sessions or courses without a certificate or authorized record of completion must have a Facilitator signature and course outline. Facilitators are required to sign and provide contact information in the designated area of the appropriate CME Reporting Form.</i>
SELF-RESEARCH OR REVIEW	<i>A synopsis report including topic resource information is required for CME consideration. The report must outline an overview of the proposed topic, what was learned following research on such materials and how it applies within the paramedicine environment. CME credit is determined from the content of the synopsis report and resource information researched combined.</i>



CME – CONTINUED

TWO-YEAR TERM CME

Paramedicine Providers are required to focus on CME education within specified key categories as outlined:

KEY CATEGORY	EMR	PCP	ACP	CCP/ACP with CCS
• AIRWAY AND BREATHING	4 hours	8 hours	12 hours	16 hours
• CARDIAC	4 hours	8 hours	12 hours	16 hours
• MEDICAL	4 hours	8 hours	12 hours	16 hours
• TRAUMA	4 hours	8 hours	12 hours	16 hours
• OBSTETRICS and GYNECOLOGY	1 hour	2 hours	3 hours	4 hours
• PEDIATRICS	1 hour	2 hours	3 hours	4 hours
• FLEXIBLE	2 hours	4 hours	6 hours	8 hours
MINIMUM TOTAL	20 hours	40 hours	60 hours	80 hours

CME totals may be submitted at any time throughout a two-year term, if the minimum total CME hours are completed by February 1 of the second year.

Duplicate CME is not accepted within the same two-year term.

Providers are responsible for itemizing CME in the appropriate key categories on CME Reporting forms. CME hours may be allotted into various key categories when appropriate.



TWO-YEAR TERM CME – PRORATED

NLPR licence confirmations will outline prorated CME hours, when applicable.

JULY – SEPTEMBER INITIAL LICENCE DATE

KEY CATEGORY	EMR	PCP	ACP	CCP/ACP with CCS
• AIRWAY AND BREATHING	3 hours	6 hours	9 hours	12 hours
• CARDIAC	3 hours	6 hours	9 hours	12 hours
• MEDICAL	3 hours	6 hours	9 hours	12 hours
• TRAUMA	3 hours	6 hours	9 hours	12 hours
• OBSTETRICS and GYNECOLOGY	1 hour	2 hours	3 hours	4 hours
• PEDIATRICS	1 hour	2 hours	3 hours	4 hours
• FLEXIBLE	1 hour	2 hours	3 hours	4 hours
MINIMUM TOTAL	15 hours	30 hours	45 hours	60 hours

OCTOBER – DECEMBER INITIAL LICENCE DATE

KEY CATEGORY	EMR	PCP	ACP	CCP/ACP with CCS
• AIRWAY AND BREATHING	2.5 hours	5 hours	7.5 hours	10 hours
• CARDIAC	2.5 hours	5 hours	7.5 hours	10 hours
• MEDICAL	2.5 hours	5 hours	7.5 hours	10 hours
• TRAUMA	2.5 hours	5 hours	7.5 hours	10 hours
• OBSTETRICS and GYNECOLOGY	½ hour	1 hour	1.5 hours	2 hours
• PEDIATRICS	1 hour	2 hours	3 hours	4 hours
• FLEXIBLE	1 hour	2 hours	3 hours	4 hours
MINIMUM TOTAL	12.5 hours	25 hours	37.5 hours	50 hours



CME – CONTINUED

CME APPROVAL PROCESS

Medical education not conducted by a recognized training agency must be reviewed by NLPR for approval. Supporting documentation requires submission to NLPR a minimum of ten business days prior to the proposed delivery date.

NL Operators of Paramedicine or organized training groups offering CME education may avail to the course approval pathway to assist a cohort of Providers in the fulfillment of the CME requirement towards licence renewal.

Instructors of education sessions must provide NLPR with the following items for consideration:

ITEM FOR REVIEW	SPECIFICATION
<i>Educational courses submitted without supporting documentation will remain pending for approval.</i>	
• CME COURSE APPROVAL	<i>Form must include CME course information and instructor verification as outlined, including appropriate key categories.</i>
• COURSE AGENDA OR SYLLABUS	<i>An overview or listing on the timeframe of education sessions, including breaks.</i>
• EDUCATION MATERIAL	<i>A copy of all training materials that will be used and/or provided in the course. This may include power point presentations; instructor's guide (notes); handouts; etc.</i>

Key categories listed on approval are non-adjustable towards CME.

NLPR will provide CME approval confirmation by email to the associated instructor. Course approval numbers may change for subsequent session delivery. Instructors may require submission of a new *CME Course Approval* form for subsequent sessions as determined by NLPR.

Instructors must submit *CME Roster Sheets* within ten business days following education delivery. All Providers listed on rosters will receive CME credit for attendance. Paramedicine Providers are not required to submit individual *CME Reporting* forms to receive credit for the education.



APPENDIX 3 – PRACTICE HOURS

Criteria for professional practice hours will include all hours within the sphere of influence pertaining to paramedicine practice. This includes practice hours within clinical, teaching, management and/or administrative, dispatching, research and high-fidelity simulation environments as outlined.

PRACTICE AREA	HOURS SPECIFICATION
<i>Completed professional practice hours are reviewed by NLPR for consideration towards renewal.</i>	
• CLINICAL	<i>Hours completed in a clinical setting within paramedicine while having medical authority to perform invasive treatments, or delegated medical acts, to the scope of practice of the licence level. Hours on call, on duty, or ready to respond within a clinical setting are accepted.</i>
• TEACHING	<i>Hours completed in an educational setting within paramedicine that teaches competencies to the scope of practice of the licence level.</i> <i>NLPR also accepts the following teaching hours from Providers:</i> ○ CCP Providers instructing ALS level education ○ ACP Providers instructing ALS/BLS level education ○ PCP Providers instructing BLS level education ○ EMR Providers instructing BLS education
• MANAGEMENT/ ADMINISTRATION	<i>Hours completed in a managerial or administrative role within paramedicine that oversees competencies to the scope of practice of the licence level.</i>
• DISPATCH	<i>Hours completed in a certified Emergency Medical Dispatcher (EMD) role within paramedicine that delegates competencies to the scope of practice of the licence level.</i>
• RESEARCH	<i>Hours completed in a research environment within paramedicine that reviews/studies competencies to the scope of practice of the licence level.</i>
• HIGH FIDELITY SIMULATION	<i>Hours completed in a simulated environment within paramedicine that reviews competencies to the scope of practice of the licence level.</i>

Paramedicine Providers employed within Integrated Emergency Health Services may use the *Professional Practice Hours Reporting* form for renewal. Only managers for the Integrated Emergency Health Services can attest to the practice hours of a Paramedicine Provider employed with NL Health Services (NLHS).

All other Providers require an Employment Verification Letter from the associated employer. The official letter must outline a Provider's practice hours, scope of practice and job-related duties within the specified two-year term. Providers employed by NLHS, but not considered within Integrated Emergency Health Services, must submit an employment verification letter for renewal.