



NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

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PHYSIOTHERAPY CLINIC REGISTRATION 2024 - 2025 RENEWAL FORM COMPLETION GUIDE

Clinic registration expires June 30th 2024. The fee for renewal is set at \$100 for the registration period July 1st 2024 to June 30th 2025. Please complete all sections of the attached renewal form and send to the College at the address above.

1. NAME OF CLINIC:

Enter the name, address and current mailing address for the clinic, Telephone, fax or e-mail information. Clinic registration numbers may be found on the College receipt.

2. TYPE OF BUSINESS:

Tick the type of business. Incorporated clinics should have current certification. Attach current Certificate of Good Standing. Current incorporation certificates may be obtained from the Registry of Companies.

3. CONTACT INFORMATION:

The principle contact is the person who the College may contact regarding clinic registration.

4. SHAREHOLDERS:

Please list current shareholders.

5. DIRECTORS:

Please list current directors.

6. OFFICERS:

Please list officers.

7. PHYSIOTHERAPISTS:

List all physiotherapists currently providing physiotherapy to clients.

List physiotherapists currently employed and their registration numbers. Indicate whether they are employed as an employee or as a contractor, either Full or Part time.

8. PHYSIOTHERAPY SUPPORT STAFF:

List support staff involved in the delivery of physiotherapy services, their job titles, and the role they fulfil in physiotherapy delivery.

Examples of titles include: Clerical Support; Physiotherapist's Assistant; Physiotherapy Aide etc. Examples of roles are: Office services, office management etc.; Aide work such as housekeeping, client assistance, transportation etc. Assistant to the Physiotherapist, such as assisting with measurement, data collection, supervision of exercise programs etc.

9. SHAREHOLDERS AGREEMENT:

Indicate changes to the shareholders agreement in 2024-2025, especially those that may impact on the responsibilities of the Physiotherapist.

10. CLINIC MALPRACTICE INSURANCE:

Incorporated clinics and clinics that hire physiotherapists are required to carry clinic malpractice insurance for the protection of the public they serve. This is in addition to physiotherapist's individual malpractice insurance. Members of the Canadian Physiotherapy Association (CPA) may obtain Clinic Malpractice Insurance through CPA. Please enclose a copy of your clinic's current malpractice certificate.

11. COMPLIANCE STATEMENT:

The Compliance statement must be signed to renew registration of a clinic. Please take this opportunity to review and revise any policy that requires updating.

12. SUPPORTING DOCUMENTS:

Check that the following documents are enclosed

1. Completed Renewal Form, with the Statement of Compliance signed.
2. Renewal Fee
3. Copy of **current** Incorporation Certificate (Certificate of Good Standing)
4. Copy of **current** Clinic Malpractice Insurance Certificate.

Clinics that fully comply with the renewal requirements will be issued a Certificate by the College for the duration of the registration period.

13. CLOSURE OF A CLINIC:

If you close your clinic in 2024-2025, please complete the form provided and return it to the College.

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