

Memorandum

To: Paramedic Program Applicants

From: Karl Kowalczyk, ED/Registrar

CC: College Staff

Date: April 3, 2023

Re: Sharing Entry to Practice Requirements with Paramedic Program Applicants

This memorandum given to any educational institution that delivers paramedic programming. It provides the institutions paramedic program applicants with details regarding the College of Paramedics of Nova Scotia (the College) entry to practice requirements.

If an educational institutions applicant is concerned whether they meet the current capacity, competence and character requirements of the Paramedics Legislation, they should consider obtaining legal advice from their lawyer. ***For greater certainty, the College does not assess an applicant for registration and licensure until they complete a paramedic program and apply for registration and licensure with the College.***

In general, to meet the registration and licensure criteria, applicants who are new to practice must do the following:

1. Pay an application fee. For up-to-date fees, please view the information on the College's website.
2. A complete Initial Registration and Licensure Application, which includes all requisite documentation.
3. Provide proof of legal name, which may be in the form of a Government issued birth certificate, marriage license, or legal affidavit.
4. Provide proof of identification, which may be in the form of a copy of their driver's license or passport, or other government issued photo identification.
5. Provide evidence of Canadian citizenship or legal entitlement to live and work in Canada, which may be in the form of a Canadian Birth Certificate or documentation from Citizenship and Immigration Canada.
6. Provide verification of registration/licensure with a different Regulated Health Care Profession (if applicable)
7. Provide a criminal record search with vulnerable record check or international criminal record search with vulnerable record check (must include all current and former names including middle names). It must be current within the three months prior to the applicant's registration and/or licensure.
8. Provide identification of the Medical Practitioner, licensed in NS, providing direct or indirect supervision of the applicants practice. If an applicant cannot fulfil this requirement, they can only receive a Restricted Practicing license with conditions.
9. Provide proof of professional liability insurance that at all times provides a minimum of \$5,000,000 coverage per occurrence and \$5,000,000 coverage per year, excluding legal or court costs.
10. Provide a resume detailing only the paramedic or other regulated health care profession employment of the applicant.

11. Provide an electronic copy of the Initial Registration and Licensure Application Form, which is generated automatically once the form is completed.
12. Provide any additional information required by the Registrar, Registration Committee or Registration Appeals Committee, when the applicants file is being assessed for completion.
13. Provide a record of paramedic program completion.
14. Provide a record of passing the provincial entry to practice examination (E.g. Canadian Organization of Paramedic Regulators (COPR) Candidate Score Report), unless they are applying as a Paramedic Graduate. Paramedic Graduates must submit:
 - 14.1. All of the documents required for New to Practice applicants except for the COPR Candidate Score Report because they may license before they write the COPR entry to practice examination.
 - 14.2. Proof of applying for the COPR entry to practice examination by uploading their invoice showing their name and date of the exam in the “proof of entry to practice exam”.
 - 14.2.1. If a Paramedic Graduate applicants does not pass the COPR examination within 1 year of graduation in three attempts or less their license will be revoked.
15. Upon a completed and successful application, the applicant will pay the current Registration & Licensure fee.

Applicants should obtain detailed registration and licensure information from the College’s registration and licensure policies:

- 3.0 License Criteria & Application (All Applicants)
- 3.1 Licensure Criteria PCP Graduate who have not yet passed the Entry-to-Practice Examination.
- 4.0 Initial Registration Criteria & Application (All Applicants)

Furthermore, educational institution applicants should consider how the College assesses a person for the current capacity, competence, and character to safely and ethically practice paramedicine in Nova Scotia. The policies related to assessing this are the Registration and Licensure Policies:

- 10.0 Criminal Record Check with Vulnerable Sector Check
- 11.0 Good Character Requirement.
- 12.0 Assessing Criminal Record Checks with Vulnerable Record Checks and Good Character Requirements.

The College’s registration and licensure policies are on its website via this hyperlink [195944 \(cpns.ca\)](#).

One of the tools the College uses to assess, if an applicant meets the criteria of having the current capacity, competence and character to safely and ethically practice paramedicine is the judicial questions on the application form. To view the judicial questions, select the hyperlink <https://www.cpns.ca/public/download/files/226930/>.

In closing, this memorandum and its attachments may be shared with individuals applying to the paramedic program at educational institutions.

Attachments: College of Paramedics of Nova Scotia Registration and Licensure Policies hyperlink [195944 \(cpns.ca\)](#)
College of Paramedics of Nova Scotia Application Judicial Questions hyperlink <https://www.cpns.ca/public/download/files/226930/>