REGISTRATION AND RE-REGISTRATION GUIDELINES FOR ALLIED HEALTH PROFESSIONALS

COUNCIL FOR ALLIED HEALTH PROFESSIONS

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Document Information

These guidelines were established in conjunction with the Ministry of Health and/or the Bermuda Health Council. Reference this document as: *Registration Guidelines for Allied Health Professionals*.

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1. ABOUT THIS DOCUMENT

This document provides **guidance to practitioners** wishing to register with the Council for Allied Health Professions (the "Council"). The application process, required documentation, continued professional development and appeals process are described.

Definitions

- **Act** means the Allied Health Professions Act 1973. Copies may be found on-line at:
- Allied Health Professions Act 2018 (bermuda laws.bm)
- **Board** means the board established to regulate a specified profession
- **CEU** means Continuing Education Unit
- **Council** means the Council for Allied Health Professions
- **Registrar** means the Bermuda Health Council
- **Registrations Manager** is the Bermuda Health Council staff person responsible for overseeing the Registrar functions

2. OVERVIEW OF REGISTRATION/RE-REGISTRATION

If you wish to practice in Bermuda as one of the following allied health professionals, you must be registered with the Coun

- Addiction Counselor
- Audiologist
- Chiropodist / Podiatrist
- Diagnostic Imaging Technologist
- Dietitian
- Emergency Medical Service Practitioner
- Speech and Language Pathologist
- Medical Laboratory Technologist
- Occupational Therapist
- Physiotherapist / Physical Therapist

As subsidiaries to the Council, there is a Board for each allied health profession except for audiologists, which are regulated by the Board of Speech and Language Pathology. The Council consists of one representative from each health professional Board.

Registration with the Council ensures practitioners meet standards that protect the public. Registered practitioners are required to meet the **entry-level** criteria established by the Council and to adhere to the standards, scopes, ethical codes, continued professional development and minimum practice established by each Board.

Initial registration is valid for up to two-years, after which renewal is required every two years. Registration expiration for all practitioners is batched on Jan 31st every second odd year, i.e. 2023, 2025, etc.

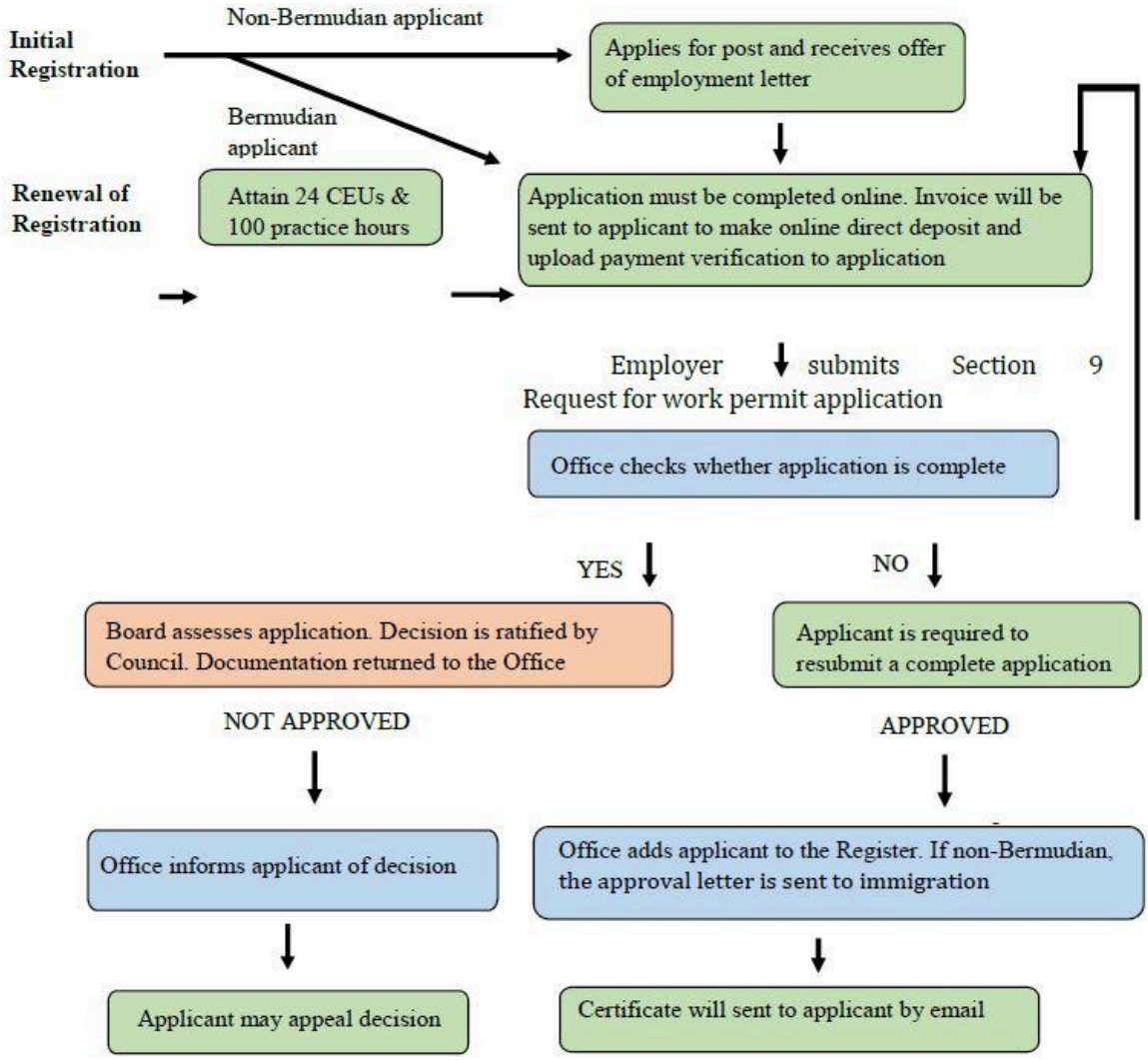
To remain registered, an applicant must meet the re-registration requirements which include continued professional development and minimum practice. **Individuals who do not re-**

register, or satisfy the re-registration requirements, by the deadline, will be removed from the register.

In accordance with Section 29 of the Act, only registered practitioners are entitled to use the profession's title and the term "registered" (denoted by "R") to describe the nature of their professional practice.

Non-registered persons are not allowed to practice or identify themselves as a registered health professional in Bermuda. Persons who practice without an active registration status is committing a criminal offense and is liable on summary conviction to a fine of $10,000 and, in the case of a second or subsequence conviction a fine of $20,000.

Overview of the Initial and Re-Registration Processes



Key: Applicant's role; Council/ Board role; Registrar role

3. INITIAL REGISTRATION

i. Registration applications and other correspondence are submitted electronically and processed by the Registrar's office.

ii. Proof of eligibility to work in Bermuda is required when applying for initial and re-registration. For example, a copy of a Bermudian passport or offer of employment letter for work permit applicants.

iii. Registrants must scan and attach the following documentation to their electronic application form.

All documents must be certified or notarized verification form or copies of the following. If documents are not in English, an English translation must be provided and notarized or certified.

****N.B.:** ****

Certification of documents is appropriate when the documents are generated/created/issued in Bermuda to be used in Bermuda and are only valid for six months.

- Qualification certificate(s) or letter of proof of qualification (graduation) from relevant learning institution
- Proof of professional standing from the jurisdiction in which you were last or currently registered.
- Proof of competency to practice in the jurisdiction in which you were ***trained*** i.e. **national certification** exam certificates, where applicable. For example, this is usually required in the USA, but not in the UK (College transcripts or letter).
- Proof of registration (aka licensure) in current jurisdiction of practice.
- For a new graduate, an official letter of ***eligibility*** to register is required from the regulatory authority in that jurisdiction.
- Birth certificate or passport
- Marriage certificate, including nationality or Spousal Letter (where applicable)
- Professional association membership card or certificate (if applicable)
- Registration fee. Payments must be made online after receiving an invoice from the Registrar.
- Bermudians who do not have a certificate will need to provide a letter from their institution attesting to their practical experience
- One Headshot (passport style) in PDF format.

iv. An initial review will be done within 20 working days of receiving a completed application. Applicants will be notified if additional information is required. (needs to read the same as FAQ & Terms of Reference)

v. **Applications will not be processed if incomplete.** If application is incomplete the applicant will be asked to resubmit missing document, which may result in a delay of processing and right to practice. Additional verification of documents maybe required to complete the process.

v. The applicant will be required to resubmit a new application if it deemed incomplete after the relevant Board has reviewed on two occasions. Once notified, applicants will be given 30 working days to submit missing documents. After this time, the application will be deemed null-in-void and a new application will need to be submitted.

vi. It is the registrant's responsibility to notify the Council of their change of address and name within 30 working days after the change becomes effective.

vii. Successful applicants will receive their registration certificate via email. Practitioners should display their registration certificate in a public area at their place of work.

viii. Applicants will be provided with access to all relevant professional guidance documents. Registered practitioners are expected to be familiar with, and abide by, the following documents:

   a. Allied Health Professions Act 2018 (bermudalaws.bm)
   b. And the following documents, should they exist,

      specific to their profession:

      1. Code of Conduct
      2. Standards of Practice
      3. Scopes of Practice

ix. If the application is not approved, the applicant will be informed in writing as to the reason and has the right to appeal the decision (see section #6 following).

1. RE-REGISTRATION

Re-registration is tied to continued professional development and minimum practice hours. In order to maintain active registration status, practitioners must re-register **every two years** as follows:

Re-registration steps:

i. The **deadline** to re-register is **Dec 31st** every second even year (2020, 2022 etc.). This is one calendar month before your registration expires. In order to accommodate all the professions, registration opens in October, i.e. three (3) months before the deadline. You should commence the process in October so as to avoid an interruption in your registration status and thus your legal right to practice.

ii. It is your responsibility to know your re-registration date. Failure to receive re- registration notices, or not knowing your re-registration date, is not grounds for applying late. Applications received after Dec 31st may not be processed in time to prevent an interruption in practice. **Applications received after Jan 31st will incur a late fee of $50.00.**

iii. Attain the required continuing education units (CEUs) within the two years prior to the re-registration deadline. See Accruing Continuing Education Units section below.
    a. If re-registration is less than two years since the initial registration the number of CEUs required will be pro-rated (see table 2).

iv. Complete 100 practice hours within the two years prior to the re-registration deadline.

v. Submit the online *Re-registration Application* and attach all required documentation, including proof of CEUs.
    a. All CEU course certificates must have the course information and total hours awarded. Each course should be listed separately in the online application form.

vi. Pay the $110 re-registration fee. An invoice will be sent to the applicant and payments are to be made via online transfer to the Health Council bank account.

vii. For persons who have not registered in Bermuda for more than two years, but have been practicing in another jurisdiction, an official letter of good standing from the authorized body in that jurisdiction.

viii. It is recommended that you keep a copy of all documents submitted for re-registration.

ix. The Registrar will check the application. If it is complete it will be sent to the Board for assessment, then to the Council to ratify.

x. **Applications will not be processed if incomplete.** The applicant will be asked to resubmit a completed form, which may result in a delay of processing and interruption of practice.

xi. The applicant will be informed of the Council's decision. If approved, the new registration certificate, and any updated standards or codes, can be received from the Office.

xii. If the application is not approved, the applicant will be informed in writing as to the reason and has the right to appeal the decision (see section #6 following).

xiii. Re-registration after not being approved will be determined by the applicable Board.

2. INACTIVE STATUS, UPDATING & RESTORATION TO REGISTER

If a registered person intends to refrain from practicing, or from practicing in Bermuda, for more than 12 months, they should apply to a have their registration designated as inactive. The Council will direct the Registrar to enter a notation on the Register as inactive.

Inactive means it is unlawful for a person to practice, to use the professional title, or to use the term "registered". If you practice without having an active registration status you may be subject to criminal proceedings (Section 29 of the Act).

If the person wishes to have their registration **re-instated**, they will need to apply via the re-registration process, as opposed to the initial application process. In addition, they will be required to undertake **updating** as determined by the Board. Updating means supervised

practice and study/CEUs**. Please contact the Health Council for advice from the Board. The following is provided as a general guide only:

Table 1. Restoration Updating Requirements

Period inactive (years)	Updating required (# days)
0 - 2	n/a[+]
2 - 5	30 days
> 5 yrs.	60 days

Notes

- [+] for 0-2 years the standard 24 CEUs apply – this is not considered "updating"
- Only a maximum of 50% may comprise study
- Study may be private or formal
- A day is 7 hours
- For more information see *Returning to Practice* (2014). Council Allied Health Professionals Act 2018
- ** As determined by the Board

Disqualification of Registered Persons List

Pursuant to Part 6 Section 25 of the Council for Allied Health Professionals Act 2018 the Council may stipulate any conditions, disqualifications or suspensions imposed under the Disciplinary Powers of the Council.

3. REGISTRATION APPEALS

If an application for registration or re-registration is not approved, the applicant has the right to appeal to the Supreme Court. This must be done within 28 days of receipt of notice of non-approval, as per Section 15 (11) of the Act.

4. ACCRUING CONTINUING EDUCATION UNITS

In order to be eligible to re-register, registrants must have accrued Continuing Education Units (CEU) as follows:

i You must have accrued 24 CEUs within the two-year cycle. However, if your re-registration is less than 24 months of the initial registration, then the CEU requirement is pro-rated to the nearest 6-month period (see table below). Please contact the Office to confirm your requirement.

Table 2. Pro-rata of CEUs for Re-Registration

Period since Initial Registration (months)	**# CEUs**
0-6	None - Not required to renew
7-12	6
13-18	12
19-23	18
24+	24

ii You are required to document the 24 CEUs earned during the two year license period. **Do not submit more than 30 CEUs** in one reporting period. In the event there are unaccepted CEUs, the Board will request additional credits to be submitted.

iii The prorated required CEUs is described in column two of table 2. iv

You must provide documentation to verify all of the CEUs attained.

v One CEU unit = one contact hour. This does not include meals or breaks.

vi CEU's may be undertaken from across the **CEU Practice Areas** (see table 3), and across the **CEU Activity Types** (see table 4). Note:

a. You do not have to accrue CEU's in every Practice Area or Activity Type.

b. The number of units indicated in the 3rd column of Table 4 is the maximum allowable per registration cycle.

vii Concerning CEU's:

a. Must be relevant to your profession

b. Cannot be accrued from activities that are a regular part of your current work/role, e.g. as outlined in job description

c. May be claimed one time only e.g. a series of the same presentation

d. Cannot be claimed if the reading is a part of an academic course; however the course maybe submitted

e. Time spent on preparation cannot be included

viii Every cycle of re-registration practitioners will be audited for compliance with the CEU requirements. Therefore you must keep evidence of all CEU undertakings. If the practitioner fails the audit, they will be notified and given options for remediation.

ix CEU requirements apply to **all** registrants-regardless of employment status, profession, or registration status (e.g. locum, provisional, or inactive).

x The Council does not accredit or pre-approve continuing education courses, although a listing of approved websites where hours can be obtained is provided at the end of this document.

Table 3. CEU Primary Practice Area

☒ Administration and/or Management	☒ Mental Health
☒ Education and/or Research	☒ Orthopedics
☒ Adults	☒ Pediatrics
☒ Community	☒ Rehabilitation
☒ Geriatrics	☒ Work and Industry
	☒ Other

Allocation of CEUs for Administration and/or Management

- **12 CEUs must focus on professional subjects. (Subjects related to your profession)**
- **12 CEUs that focus on one or more of the related subjects - see below:**

☒ **Legal**
☒ **Ethical**
☒ **Health Care**
☒ **Regulation**
☒ **Reimbursement**
☒ **Supervision**
☒ **Business Practices**
☒ **Professional Conduct**
☒ **Other topics that relate to the profession or contribute to the health and welfare of the publi**

Table 4. CEU Activities by Type

Continuing Education Activity Type	Verification Documentation	Max units
PROFESSIONAL SERVICE		
1. Volunteering for an organization, association, committee, population group, or individual that adds to the overall development of your practice roles. Includes leadership roles, executive membership or general membership	Letter from organization and a report describing the hours and outcomes of volunteer service	5
2. Peer review of a professional manuscript or textbook	Letter from publishing organization.	10
3. Mentoring a registered peer or other professional to improve their skills, including role as a disciplinary monitor i.e. clinical fellowship, return to work or internships	Goals, objectives and analysis of mentee performance, supervisory reports	15

ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING		
4. Attending employer-provided, workplace continuing education [does not include new staff orientation activities].	A certificate of attendance or letter from sponsor/employer verifying CEU contact hours, dates, event title, attendee name and workshop agenda	10
Continuing Education Activity Type	**Verification Documentation**	**Max units**
5. Attending workshops, seminars, lectures, professional conferences* approved by one of the following: 1) Accredited college or university; 2) Continuing education providers, associations	A certificate of attendance or letter from sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda	24
6. Reading peer-reviewed, role-related professional journal article and or textbook chapter and writing a report describing the implications for improving skills in your specific role**	Annotated bibliography AND a report with analysis of how articles impacted improving skills in your role	6
7. Successfully completing academic course work. Course must relate to your practice/profession	Official transcript from accredited college/university	24
8. Independent learning with assessment element (online courses, CE articles, self-study series).	Certificate of completion verifying contact hours or CEU, name, dates, provider	24
9. Independent learning without assessment element (audited coursework, multimedia courses, webinar)	Summary report of learning with notation of hours spent	6
10. Receiving mentoring from a registered health professional specific to your profession to improve your skills (must be your primary role)	Goals and objectives established in collaboration with the mentor and self-analysis of performance	5
11. Participating in professional study group/online study group designed to advance knowledge through active participation	Study group attendance records verifying time spent, goals; and a report documenting what you learned & its application to your role	10
PRESENTING		
12. Giving a presentation or moderating at a local or international workshop, seminar or conference *,	Copy of presentation and program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.	15

13. Primary author of a poster presentation for workshop, seminar or conference*,+	Copy of presentation and copy of program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation	15
Continuing Education Activity Type	**Verification Documentation**	**Max units**
14. Primary or co-presenter providing professional in-service training, instruction or guest lecturer for profession or related profession*, +	A certificate of attendance or letter from sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda	15
15. Primary or co-presenter providing presentation for local organizations/associations/group on practice area related topic*, +	Copy of attendance record and outline of presentation or letter from supervisor on letter head verifying; presenter's name, date/time/length of presentation	15
FIELDWORK SUPERVISION		
16. Direct supervision of field work for students, summer students or volunteers++. Students must be enrolled in your profession. Co-supervision and supervision of more than one student at a time is acceptable	Letter or certificate from school or placement coordinator, verifying: dates and name of the student(s); dates and times when acting as student's supervisor. Apply the appropriate CEU number based on time spent supervising. Do not submit student evaluation forms as verification.	15
PUBLISHING		
17. Primary or co-author of a chapter in practice-area professional textbook	Grant funding letter, abstract/ executive summary, or copy of completed research/study, that indicates registrant as primary/co-primary investigator	24
18. Primary or co-author or participator of practice –area related article in lay publication e.g. community newspaper or newsletter	Copy of published chapter or letter from editor, and letter from primary author verify input	10
19. Primary or co-author of practice-area related article in professional publication e.g. journal, book chapter, research paper	Copy of published article and letter from primary author verify input	24

20. Primary or co-primary investigator in extensive scholarly research activities or outcomes studies, or externally funded service/training project associated with grants or post-graduate studies	Program description	24
21. Developing instructional materials- training manuals, multimedia or software programs - that advance the professional skills of others++ (not for proprietary use)	Copy of presentation and program listing (Presentation title, duration - or times, and presenter must be indicated); and, copy of instruction materials or software program	24

Notes to table 2

*** Activities may be claimed one time only for CEU**

**** Cannot claim for CEU purposes if activity is required reading for academic coursework**

+ Time spent on preparation cannot be included

++ Must not be one's primary work/role i.e. job description

5. APPENDIX

8.1 Frequently Asked Questions

Question: Do I have to send in my CEU verification documentations at the time of submitting my re-registration application? **Answer:** YES, you must include the CEU verification documentation at the time of submitting the re-registration application
Question: My name or contact information has changed since my last registration, how will this impact my re- registration application? **Answer:** The office needs to be notified of a name change so that documentation under a different name can be linked to you. In addition, should you wish to practice under the new name - your registration certificate will need to be changed.
Question: I am due to re-register now, but I don't have enough CEUs. What should I do? **Answer:** You cannot re-register unless you have accrued 24 CEU from the date you intended to re-register. Please contact the Registrar for guidance if you have not accrued 24 CEU.
Question: I've accrued more than 24 CEU since my last registration, should I list all the activities I've completed on the application? **Answer:** You are only required to list 24 CEU on your record form with a maximum of 30 CEUs.
Question: We regularly hold employer in-services for our staff, what kind of documentation should we keep for CEU purposes? **Answer:** The sign-in sheet verifying the date, time, & title of the in-service with presenter name. Plus an outline of the training, and a letter of verification from the provider/ course organizer.
Question: How do I pay for registration? **Answer:** You will be sent an invoice prior to re-registration advising to renew your certification. An invoice will be included in that email. Payment can be made by bank transfer and you would need to be uploaded proof of confirmation in your application form.
Question: How long will it take for an initial application to be processed? **Answer:** An initial review will be done within 20 working days after receiving a completed application. Applicant will be notified if additional information is required.
Question: Will I be eligible to work if I submit my application after the 31st of January? **Answer:** Applicants who submit after the deadline will not be eligible to work until they have been approved by the Board.

8.2 Online CEU Resources

- Addiction Counsellors

  https://www.allceus.com/

  https://leadingedgeseminars.org/upcoming-seminars/?gclid=CjwKCAjw1v_0BRAkEiwALFkj5vLaHi_iGXVEXFFamOvbC3SibnMVBQYQ20bXog5qeYziUfIMo3DXBhoCDtcQAvD_BwE

  https://www.addictioncounselorce.com/

  https://www.fellowshiphall.com/continuing-education.php

  https://www.dlcas.com/

  https://www.naadac.org/webinars

  https://www.ceu.academy/addiction-counselor-ceus/

- Chiropodists

  https://www.cmelist.com/podiatry-cme/

  https://www.podiatrycpd.com

  https://aappm.org/cme-certifications/

  https://www.podiatrytoday.com/cme?page=0

  https://cop.org.uk

  Nycpm.edu/cmelist.asp

- Diagnostic Imaging Technologists

  eRadimaging – www.eRadimaging.com

  American Society for Radiologic Technologist – www.asrt.org

  Gage Continuing Education – www.gagece.com

  Society of Diagnostic Medical Sonography – www.sdms.org

- Dietitians

  https://www.todaysdietitian.com/

  https://anhi.org/

  https://www.helmpublishing.com/

  https://www.skellyskills.com

  https://www.dietitian360.com/

https://www.nutritioncme.org/

https://www.eatright.org/

https://members.dietitians.ca/DCMember/online_courses

https://www.bdacpd.co.uk/

- Emergency Medical Services Practitioners (EMTs and Paramedics)

  KEMH https://www.ems-ce.com/

  BFRS https://www.targetsolutions.com/

- Medical Laboratory Technologists

  https://www.continuingeducation.com/laboratory-technology

  https://www.labce.com/

  https://www.ascp.org/content/membership/get-involved/access-online-courses

- Speech Language Pathologists

  SpeechPathology.com

  SpeechTherapypd.com

  ASHA.org/ce

  https://www.sac-oac.ca/professional-development-program

  https://www.rcsltcpd.org.uk/

- Audiologists

  https://www.audiologyonline.com/audiology-ceus/

  https://reliasacademy.com/rls/store/online-slp-audiology-ceus

  https://www.interacoustics.com/academy

  https://eaudiology.audiology.org

- Occupational Therapists

  www.CliniciansView.com

  www.occupationaltherapy.com

  Summit Professional Education: www.summit-education.com

  www.aota.org

  www.alliedhealthed.com

  www.motivationsceu.com

  www.gawendaseminars.com

  Invictus academics

  Innovative education services

  Advantage CEUs

  www.educationresourcesinc.com

- Physiotherapists

  https://www.physio-pedia.com

  https://www.medbridgeeducation.com

  https://www.embodiaacademy.com/

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