2027 Annual Licence Renewal Frequently Asked Questions

Dates & Fees

1 When is the 2027 renewal period?

- Opens Monday, Nov 2, 2026, and closes Dec 1, 2026 (11:59 p.m.) for both Medical Licence and PMC renewals.
- Renew early – applications submitted after Dec 1 are subject to a late application administrative fee.

2 How much does renewal cost?

- Medical Licence (Full, Provisional, Clinical Assistant): $2,300.
- Atlantic Registry: an additional $500 (total $2,800). You can opt out of the Atlantic Registry during the renewal process.
- Professional Medical Corporation (PMC) Licence: $300.

3 What happens if I renew after Dec 1?

- A late application administrative fee applies: $500 for a Medical Licence or $125 for a PMC.
- Late applications may also lead to licence disruption. Members who have not renewed will receive caution emails (30-day, 7-day and 1-day) before expiry.

4 When does my 2026 licence expire?

- 2026 Annual Licences expire on Jan 14, 2027, at 11:59 p.m. if not renewed. The 2027 licence runs Jan 15, 2027, to Jan 15, 2028.
- If your Medical Licence expires, a $300 reinstatement fee will apply in addition to the renewal and late fees. Contact CPSNL immediately at renew@cpsnl.ca.
- If NLMA fees are not paid, your licence will be revoked (administrative loss of licence) rather than expired.
- If your PMC Licence expires, a $125 fee will apply in addition to the renewal and late fees. Contact CPSNL immediately at renew@cpsnl.ca.

Dates & Fees (continued)

5 When does my 2027 licence expire?

- 2027 Annual Licences is valid from Jan 15, 2027, to Jan 15, 2028.
- If your Medical Licence expires, a $300 reinstatement fee applies on top of the renewal and late fees. Contact CPSNL right away at renew@cpsnl.ca.
- If NLMA fees are not paid, your licence is revoked (administrative loss of licence) rather than expiring.
- If your PMC Licence expires, a $125 fee applies on top of the renewal and late fees. Contact CPSNL right away at renew@cpsnl.ca.

6 What is new for 2027?

- Changes are editorial only – clearer, more consistent wording. There are no changes to renewal requirements.
- The application now has clearer CPC wording (including Atlantic Registry requirements) and clearer liability coverage questions.

7 How is my annual fee calculated?

- Annual Licences work on a pro-rated basis. If you obtain a licence for the first time in 2026, in addition to the $300 one-time registration fee, the following charges apply:
    - issued before Oct 15: $2300 (equivalent to 4x the monthly $575 fee)
    - issued between Oct 15 – Nov 14: $1725
    - issued between Nov 15 – Dec 14: $1150
    - issued between Dec 15 – Jan 8: $575
    - Issued between Jan 9 – Jan 14: licence fee waived for annual licences issued during this period only **and** applicants MUST complete the Annual Renewal process before Jan 15, including payment of $2300 for the 2027 Annual Licence fee.

Applying & Requirements

8 How do I submit my renewal?

- Use the Member Portal. Your login username is the email address CPSNL has on file as your preferred contact.
- Payment accepted by Visa, Mastercard or AMEX.
- Forgot your password? Use the Alinity “Reset my password” link to receive a reset email.

9 Who can complete the application/can someone complete on my behalf?

- The Registrant is responsible for logging in and completing their renewal application.

Applying & Requirements (continued)

10 What do I need for my Medical Licence renewal?

- Certificate(s) of Professional Conduct (CPC) if you practiced outside NL.
- Professional liability coverage in effect for the duration of your licence (unless Non-Practicing).
- Your certifying body and membership number for CPD purposes.
- Provisional and Clinical Assistant licences only: NL Health Services sponsorship – NL Health Services provides confirmation directly to CPSNL.

11 How do I meet the CPD requirement?

- Be enrolled in and compliant with the program for your licence type: Mainpro+ (CFPC), Maintenance of Certification (RCPSC) or PACCC Maintenance of Certification.
- You must be in good standing or hold a deferral approved by CPSNL's Quality Assurance Committee. Remedial cycles or removal from a program do not meet the requirement.
- Contact your CPD provider if you have questions about your program standing or email CPSNL at renew@cpsnl.ca if you have further questions about our CPD requirements.

12 How does NLMA membership affect my renewal?

- NLMA membership is a legislated requirement for licensure (*Medical Act, 2011*, s. 24(3)). By renewing, you automatically become a member but you MUST pay the NLMA fee.
- If your NLMA fees are not paid, your licence will be revoked (administrative loss of licence).
- Pay your NLMA fees to avoid unnecessary licence revocation, reinstatement fees, and/or interruptions to patient care.
- Contact membership@nlma.nl.ca.

Certificate of Professional Conduct (CPC)

13 Am I required to request a CPC from CPSNL?

- No, you are not required to request a CPC from CPSNL.

14 I have only practiced within Newfoundland and Labrador since my last filed application with CPSNL. Do I require a CPC?

- No. If you did not practice medicine outside of Newfoundland and Labrador since your last filed application for licensure with CPSNL, a CPC is not required.
- Only those who practiced medicine outside of Newfoundland and Labrador require CPCs.

Certificate of Professional Conduct (CPC) (continued)

15 I practiced outside of Newfoundland and Labrador since my last filed application with CPSNL. Do I require a CPC?

- Yes. If you practiced medicine outside of Newfoundland and Labrador since your last filed application for licensure with CPSNL, a CPC(s) is required.
- You must request a CPC from the licensing authority(s) in the jurisdiction(s) where you practiced.
- The CPC(s) must be provided directly to CPSNL at licensing@cpsnl.ca by the applicable licensing authority(s).

16 I am on the Atlantic Registry. Do I require a CPC?

- If you practiced medicine within Atlantic Canada, a CPC(s) is not required from NL, NS, PE, or NB.
- If you practice medicine outside of Atlantic Canada, a CPC(s) is required.
- You must request a CPC from the licensing authority(s) in the jurisdiction(s) outside of Atlantic Canada where you practiced.
- The CPC(s) must be provided directly to CPSNL at licensing@cpsnl.ca by the applicable licensing authority(s).

17 I did an elective/residency/fellowship outside of Newfoundland and Labrador since my last filed application with CPSNL. Do I require a CPC?

- No. If you practiced as a resident and not independently, a CPC is not required.

18 I practiced medicine outside of Newfoundland and Labrador. How do I obtain a CPC?

- You must contact the licensing authority(s) in the jurisdiction(s) where you practiced and request a CPC.
- The CPC(s) must be provided directly to CPSNL at licensing@cpsnl.ca by the applicable licensing authority(s).

19 I practiced outside of Newfoundland and Labrador as part of a humanitarian/organized volunteer mission. Do I require a CPC?

- A CPC is required if you held a licence in that particular jurisdiction(s).

20 Are there other CPC requirements I should know about?

- CPCs must be sent directly to CPSNL by the applicable jurisdiction(s) and must be dated on or after Oct 9, 2026. They can take several weeks, so request them as soon as possible.
- Atlantic Registry members do not need to request CPCs from NL, NS, PE or NB.

PMC

21 What do I need to renew my PMC?

- A current Certificate of Good Standing from the Registry of Companies (Service NL). “Current” means issued on or after Oct 1, 2026.
- Certification: if your PMC has multiple voting shareholders or directors, each additional registrant certifies through their own Member Portal.
- Use the same login credentials as your Medical Licence renewal. The PMC renewal fee is $300.

Support

22 Why did I receive this email, and what if it is wrong?

- Renewal emails are targeted by licence type so you only see relevant information.
- If you received a message in error, email communications@cpsnl.ca.

23 How will I know my renewal went through?

- You will receive an “Application and Payment Received” email, and a financial receipt will be available in the Member Portal. Your application is then under review.
- A confirmation email follows once your licence is renewed.
- You can view your licence details in the Member Portal.
- Medical Licences are also listed on CPSNL’s Public Register.

24 I do not plan to renew. What should I do?

- Use the “Not Renewing Your Licence? Click Here” link in the renewal emails or email renew@cpsnl.ca to let CPSNL know.

25 I still have questions. Who can I contact for help?

- Email renew@cpsnl.ca or call 1-844-701-8330.
- CPSNL staff are available 8:30 a.m. – 4:30 p.m., Monday to Friday.