

## Step 1: Eligibility

The Advanced Care Paramedic (ACP) Licence for international applicants eligible for an Expedited Pathway to registration and licensure is available to applicants applying from some international jurisdictions. The College of Paramedics of Nova Scotia's (the College) Council has determined **no** substantial differences between the College's regulatory requirements and the regulatory requirements of Australia. The license will be categorized as Restricted Temporary in the ACP classification.

The applicant must be currently licensed in Australia (at the time of licensing with the College). If an applicant's licence expires in Australia prior to a licensing decision being made by the College, the College will reject the application.

If the applicant has any practice limitation, restriction, or condition imposed by their current jurisdiction, the College will determine if they have an equivalent practice limitation, restriction, or condition.

If the College does have an equivalent practice limitation, restriction, or condition, it will be applied to the applicant's registration and/or licensure.

However, if the College does not have an equivalent practice limitation, restriction, or condition, the applicant will be refused registration and/or licensure.

## Step 2: Criteria for Registration and Licensure

The Registration and Licensing criteria of the College include:

- Completing the Initial Registration and Licensure Application Form.
- Paying the associated application fee of \$200.
- Providing official documentation for any records or reports required as part of the registration process. For a description of official documentation, please refer to [Registration and Licensure Policy 7.0 Documentation Requirements and Expiry Dates for Applicants](#).
- Providing proof of the applicant's legal name. For international applicants this must be a notarized document. Acceptable documentation includes a government issued birth certificate or marriage licence. It may also be in the form of a legal affidavit.
- Providing proof of the applicant's identity. For international applicants this must be a notarized document. Acceptable documentation includes a government issued passport, driver's license, or photo identification.
- Providing identification and verification of the medical practitioner responsible for providing direct or indirect supervision of the applicant's practice. *(This will not be required until the international applicant has been offered a job in Canada.)*
- Providing an international criminal record check, with vulnerable sector screening.
- Providing any information that the Registrar requires to establish that an applicant has not:
  - Been charged with, has pleaded guilty to or has been found to be guilty of an offence inside or outside of Canada that is inconsistent with the proper professional behaviour of a registrant, including any criminal convictions.
  - Been found guilty of a disciplinary finding in another jurisdiction.

- Had a licensing sanction imposed by another jurisdiction.
- Is the subject of an investigation or disciplinary process in any jurisdiction.
- Providing a verification of registration, if they were part of another regulated profession (other than paramedicine), from each jurisdiction where the applicant was registered to prove that there are no outstanding complaints, prohibitions, conditions, or restrictions against the applicant practising within that other regulated profession in those jurisdictions.
- Providing a [verification of registration](#) for each jurisdiction where the applicant is/was registered as a paramedic to prove there are no outstanding complaints, prohibitions, conditions, or restrictions against the registrant practicing paramedicine in that jurisdiction.
- Providing proof that the applicant is authorized to practise as a paramedic in an international jurisdiction that the Council recognizes for an Expedited Pathway. This may be satisfied by the [verification of registration](#) for the jurisdiction where the applicant is currently licensed.
- Provides a [self-assessment against the College's Essential Competencies Profile for ACPs](#) for the purpose of determining the applicants' competencies.
- Providing the College with a letter of intent to:
  - Apply for the ACP Bridging Education within six (6) months of licensing with the College.
  - Complete the necessary ACP Bridging Education within eighteen (18) months of licensing with the College.
  - Write the first available ACP Provincial Entry to Practice Exam upon completing the ACP Bridging Education.
- Providing proof of being legally entitled to live and work in Canada or be a Canadian citizen. *(This will not be required until the international applicant arrives in Canada.)*
- Providing proof of having the current capacity, competence, and character to safely and ethically practice paramedicine. Each of these criteria are evaluated based upon the completed application form and the information the applicant submits in support of the application form. Examples include criminal record check, verification of registration, or any other documents requested by the College.
- Submitting proof of [professional liability insurance](#). *(This will not be required until the international applicant arrives in Canada.)*
- If applicable, providing proof of English language proficiency. This will be required from any applicant whose first language is not English and no equivalent language proficiency requirement as imposed on, and satisfied by, the applicant in their current licensing jurisdiction. [Contact College Staff for specifics about documentation should this apply to your application.](#)

### **Step 3: How long is the Restricted Temporary ACP Licence for international applicants eligible for an Expedited Pathway to registration and licensure valid for?**

It is critical applicants for the Restricted Temporary ACP licence for international applicants eligible for an Expedited Pathway to registration and licensure to know the specific restrictions and conditions of this licence.

The first point to consider is when this licence will expire and cease to be valid. The date this licence expires and ceases to be valid will occur when the applicant has, or has not, met all the requirements for a practicing licence within the specified timeframe.

The date the applicant has met all the conditions for a practicing licence, occurs after the applicant successfully passing the ACP Provincial Entry to Practice Exam and submitting a change in class of licensure application with the associated fee.

If an applicant does not meet all the conditions for a practicing licence, the restricted temporary licence will expire and cease to be valid on the earliest of any of the following:

- The applicant failing to complete an ACP Bridging Education within eighteen (18) months of licensing with the College.
- Five (5) calendar days after the applicant fails the first writing of the ACP Provincial Entry to Practice Exam, unless the applicant provides proof satisfactory to the Registrar that they have applied to write the next available sitting of the exam.
- Five (5) calendar days after the applicant fails the second writing of the ACP Provincial Entry to Practice Exam, unless the applicant provides proof satisfactory to the Registrar that they have applied to write the next available sitting of the exam.
- Immediately upon the applicant receiving notice of failure of the third writing of the ACP Provincial Entry to Practice Exam.
- The date the paramedic surrenders their licence to the Registrar.
- One (1) year from the date the applicant passed the ACP Bridging Education without successful completion of the ACP Provincial Entry to Practice Exam.

**Step 4: Understanding the conditions and restrictions on the Restricted Temporary ACP Licence for international applicants eligible for an Expedited Pathway to registration and licensure.**

The restricted temporary licence includes the following conditions and restrictions:

- The registrant must not practise until the College confirms in writing that the registrant is eligible to work in Canada.
- The registrant must not practise until the College confirms in writing that the registrant has obtained acceptable professional liability insurance.
- The registrant must not perform any aspect of paramedic practice for which they are not individually competent. These aspects will be identified by the College with reference to the ACP Essential Competencies and the registrant's self-assessment at the time of initial licensure.
- The registrant may only practise under Indirect Supervision as defined in this policy. For clarity, the supervising paramedic must be an ACP.
- The registrant must provide the College with proof of enrolment in the ACP Bridging Education within six (6) months of licensing with the College.
- The registrant must provide immediate notification in writing to their employer and the Registrar in the event they fail to complete the ACP Bridging Education within eighteen (18) months of licensing with the College.
- The registrant, when applicable, must provide the College with proof of registration for the writing of the ACP Provincial Entry to Practice Exam after the first and second examination writings within 5 calendar days of receiving notice of the failure of the writing of the previous offering of the exam.
- The registrant must provide immediate notification in writing to their employer and the Registrar of any failure of the exam.

- Within 10 days of receiving notification of successful completion of the ACP Provincial Entry to practice Exam, the registrant must notify the Registrar and initiate an application for a new category of licence.

**Step 5: Gather all the information that is required to support the application.**

At this point, the applicant should have a clear understanding of the requirements associated with the Restricted Temporary ACP Licence for international applicants eligible for an Expedited Pathway to registration and licensure. Recalling that all documentation must be official documentation, **before you begin the process of submitting an application to the College, you should gather and complete any documentation that is required for the application.**

Recognizing that an international applicant may not have all the documents necessary for registration and licensure, we have taken the time to outline the documents an applicant should have ready access to and those which they may not have until they arrive in Canada.

The documents the applicant should have access to include:

- Proof of legal name. For international applicants this must be a notarized document. Acceptable documentation includes a government issued birth certificate or marriage licence. It may also be in the form of a legal affidavit.
- Proof of identity. For international applicants this must be a notarized document. Acceptable documentation includes a government issued passport, driver's license, or photo identification.
- A criminal record check, with vulnerable sector screening.
- Proof of having the current capacity, competence and character to safely and ethically practice paramedicine. Each of these criteria are evaluated based upon the completed application form and the information the applicant submits in support of the application form. Examples include criminal record check, verification of registration, or any other documents requested by the College.
- A [verification of registration](#), if the applicant was part of another regulated profession (other than paramedicine), from each jurisdiction where the applicant was registered to prove that there are no outstanding complaints, prohibitions, conditions, or restrictions against the applicant practising within that other regulated profession in those jurisdictions.
- A [verification of registration](#) for each jurisdiction where the applicant is/was registered as a paramedic to prove there are no outstanding complaints, prohibitions, conditions, or restrictions against the registrant practicing paramedicine in that jurisdiction.
- Proof that the applicant is authorized to practise as a paramedic in an international jurisdiction that the Council recognizes for an Expedited Pathway. This may be satisfied by submitting the [verification of registration](#) for the jurisdiction where the applicant is currently licensed.
- A [self-assessment against the College's Essential Competencies Profile for ACPs](#) for the purpose of determining the applicants' competencies.
- A letter of intent to:
  - Apply for the ACP Bridging Education within six (6) months of licensing with the College.
  - Complete the necessary ACP Bridging Education within eighteen (18) months of licensing with the College.

- Write the first available ACP Provincial Entry to Practice Exam upon completing the ACP Bridging Education. Information about the entry to practice exam may be obtained from the Canadian Organization of Paramedic Regulators website. [Information and Application Process — Canadian Organization of Paramedic Regulators \(copr.ca\)](#)
- If applicable, providing proof of English language proficiency. This will be required from any applicant whose first language is not English and no equivalent language proficiency requirement was imposed on, and satisfied by, the applicant in their current licensing jurisdiction. [Contact College Staff for specifics about documentation should this apply to your application.](#)
- Providing any information that the Registrar requires to establish that an applicant has not:
  - Been charged with, has pleaded guilty to or has been found to be guilty of an offence inside or outside of Canada that is inconsistent with the proper professional behaviour of a registrant, including any criminal convictions.
  - Been found guilty of a disciplinary finding in another jurisdiction.
- If applicable, any information that the Registrar requires to establish that an applicant has not:
  - Been charged with, has pleaded guilty to or has been found to be guilty of an offence inside or outside of Canada that is inconsistent with the proper professional behaviour of a registrant, including any criminal convictions.
  - Been found guilty of a disciplinary finding in another jurisdiction.

There are several documents, described below, an applicant may not have access to until they arrive in Canada but must be submitted to the College before the applicant may practice in Canada. More information about submitting the documents is described later in this package in the step about submitting outstanding documentation, if necessary. The documents include:

- Proof of being legally entitled to live and work in Canada or be a Canadian citizen.
- Proof of [professional liability insurance](#).
- Proof of the identification and verification of the medical practitioner responsible for providing direct or indirect supervision of the applicant's practice.

#### **Step 6: Submitting an online application, documentation, and associated fees.**

Once the applicant has gathered all the necessary documentation to support their application they must complete an online application form, upload the supporting documentation, and pay the current application fee of \$200.

The College will not review the application until the application fee is paid.

As the College reviews the application, it may request additional information; however, the requirement to submit additional information cannot be determined until the initial application is complete.

### **Step 7: The College Review of the application.**

The College will conduct a full review of your application.

All applications are initially reviewed by the Registrar, or their designate, within ten (10) days of receiving a **completed application** to determine whether the applicant meets the criteria for registration, licensing, or renewal of their license.

A completed application includes the electronic application form, its associated fee, and all the necessary documentation as determined by the Registrar, Registration Committee, or Registration Appeals Committee.

### **What happens when the applicant meets the criteria?**

Provided the applicant meets the criteria for registration and licensure they will be given thirty (30) days to confirm acceptance of the license. To confirm acceptance the applicant must pay the licensing fee of \$535.00. The criteria for registration and licensure are described in RL Policies:

- 3.2 Restricted Temporary ACP Licensure Criteria for International Applicants Eligible for an Expedited Pathway to Registration and Licensure.
- 3.0 Licensure Criteria and Application (All Applicants)
- 4.0 Initial Registration Criteria & Application (All Applicants)

The licence they receive will be a restricted temporary ACP licence with the restrictions and conditions outlined in RL Policy 3.2 Restricted Temporary ACP Licensure Criteria for International Applicants Eligible for an Expedited Pathway to Registration and Licensure.

### **What happens if the applicant does not meet the criteria?**

If the Registrar determines an applicant does not meet the criteria for, or denies the applicant registration or licensure, the Registrar must within twenty (20) days provide the applicant with a written decision and advise the applicant of their right to have the decision reviewed by the Registration Committee.

An applicant seeking the review of a registration and licensure decision of the Registrar must do so in accordance with the College's RL Policy 18.0 Review of Registration and Licensure Decisions of the Registrar by the Registration Committee.

### **Step 8: Submission of outstanding documentation waived during the registration and licensing process.**

As mentioned earlier, there are several documents the international applicant who meets the eligibility criteria for an Expedited Pathway to registration and licensure may not have access to until they arrive in Canada. Those documents include proof of being legally entitled to live and work in Canada, professional

liability insurance and identification of the medical practitioner providing direct or indirect supervision to their practice in Nova Scotia.

Applicants who did not submit this documentation originally, must submit this documentation within five (5) days of arriving in Canada and prior to practicing in Nova Scotia.

### **Step 9: Meeting the conditions and restrictions of the applicants Restricted Licence.**

The applicant must comply with the conditions and restrictions described within RL Policy 3.2 Restricted Temporary ACP Licensure Criteria for International Applicants Eligible for an Expedited Pathway to Registration and Licensure. Those conditions and restrictions include the registrant:

- Must not practise until the College confirms in writing that the registrant is eligible to work in Canada.
- Must not practise until the College confirms in writing that the registrant has obtained acceptable professional liability insurance.
- Must not perform any aspect of paramedic practice for which they are not individually competent. These aspects will be identified by the College with reference to the ACP Essential Competencies and the registrant's self-assessment at the time of initial licensure.
- May only practise under Indirect Supervision as defined in this policy. For clarity, the supervising paramedic must be an ACP.
- Must provide the College with proof of enrolment in the ACP Bridging Education within six (6) months of licensing with the College.
- Must provide immediate notification in writing to their employer and the Registrar in the event they fail to complete the ACP Bridging Education within eighteen (18) months of licensing with the College.

When applicable, must provide the College with proof of registration for the writing of the ACP Provincial Entry to Practice Exam after the first and second examination writings within 5 calendar days of receiving notice of the failure of the writing of the previous offering of the exam.

Must provide immediate notification in writing to their employer and the Registrar of any failure of the exam.

Within 10 days of receiving notification of successful completion of the ACP Provincial Entry to practice Exam, the registrant must notify the Registrar and initiate an application for a new category of licence.