

REGISTRATION AND

RE-REGISTRATION GUIDELINES

FOR ALLIED HEALTH PROFESSIONALS

Council for Allied Health Professions

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Document Information

These guidelines were revised in conjunction with the Ministry of Health.

Reference this document as: Council for Allied Health Professions. 4th Ed. (June 2020). *Registration and Re-Registration Guidelines*.

For further information please contact

	Initial Registration
Contact	Office of the Chief Medical Officer, Research Unit – Health Registrations, Ministry of Health
Telephone	(+1-441) 278-4900;
Email	OfficeofCMO@gov.bm
Address	Continental Building, 25 Church Street, Hamilton HM 12
Website	Go to www.gov.bm \ select Ministry Of Health \ select Office of the CMO \ select Regulation of Healthcare Professionals
Mail to	PO Box 1195, Hamilton HM EX, Bermuda

Re-Registration

Contact : Bermuda Health Council
Telephone: (+1-441-292-6420 ext. 230)
Email: healthcouncil@bhec.bm
Address: Sterling House 3rd Floor, 16 Wesley Street, Hamilton HM11
Website: www.bhec.bm

1. ABOUT THIS DOCUMENT

This document provides **guidance to practitioners** wishing to register with the Bermuda Council for Allied Health Professions (the Council). The application process, required documentation, continued professional development and appeals process are described. This document replaces all previous versions, and is effective as of **June 1st, 2020**.

Definitions

- **Act** means the Allied Health Professions Act 1973. Copies may be found on-line at: www.bermudalaws.bm/Laws/Consolidated
- **Board** means the board established to regulate a specified profession
- **CEU** means Continuing Education Unit
- **Council** means the Council for Allied Health Professionals
- **Office** means the Office of the Chief Medical Officer (CMO). The **Registrations Manager** in the Office provides executive support to the Council and Boards.
- **Registrar** appointed at this time is the Council Chair
- **CMO** means **Chief Medical Officer**

2. OVERVIEW OF REGISTRATION/RE-REGISTRATION

If you wish to practice in Bermuda in one of the following professions you must be registered with the Council:

- Audiologist
- Chiropodist / Podiatrist
- Diagnostic Imaging Technologist & Specialist
- Dietitian
- Emergency Medical Service Practitioner
- Speech and Language Pathologist (SLP)
- Medical Laboratory Technologist
- Occupational Therapist
- Physiotherapists/ Physical Therapist

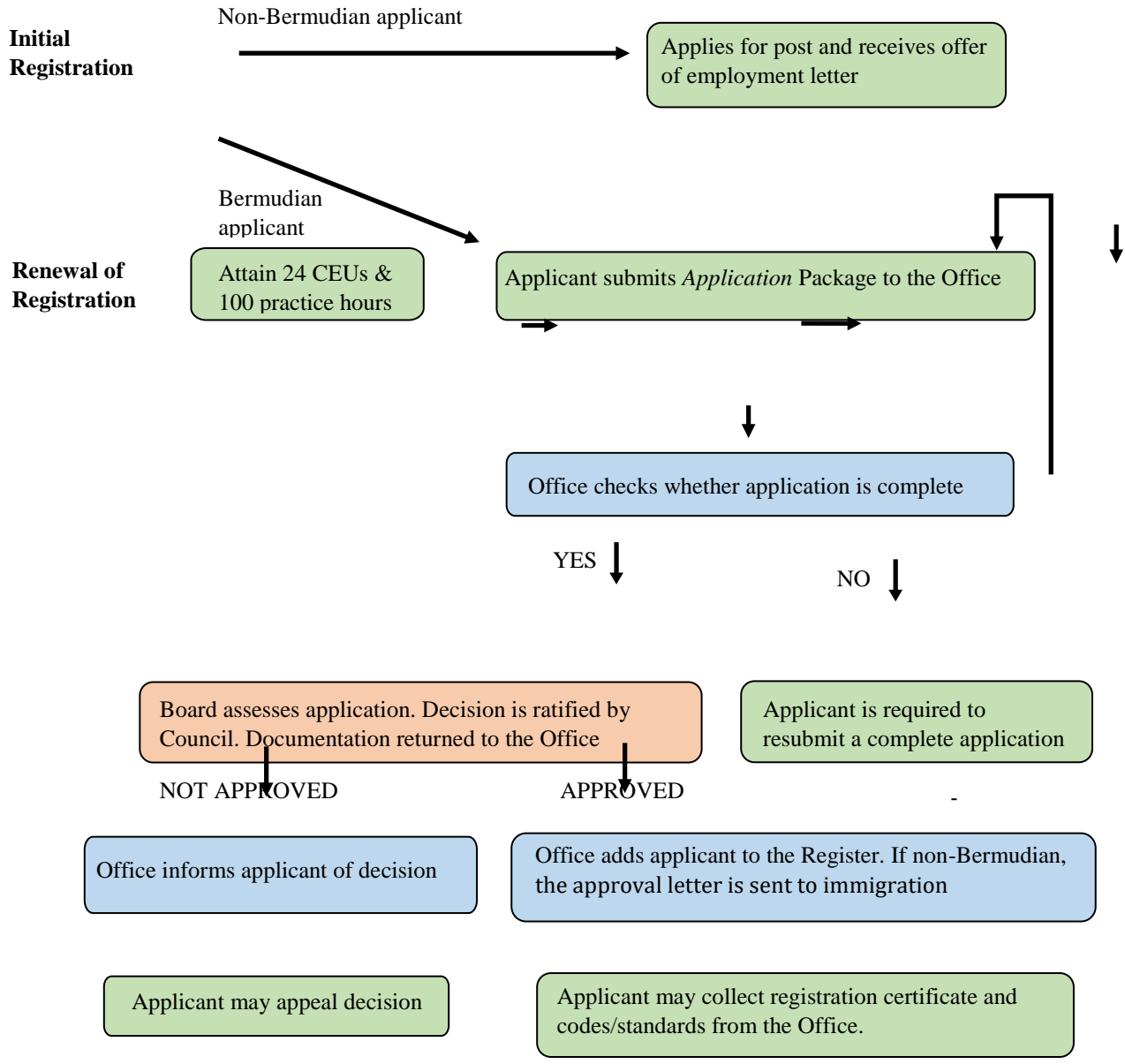
Registration with the Council ensures practitioners meet standards that protect the public. The Council oversees the Boards of the professions. There is a Board for each profession except for the, audiologists are regulated by the SLP Board. Registered practitioners are required to meet the entry level 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. Reregistration expiration for all practitioners is batched on **Jan 31st every second odd year 2021, 2023 etc.** To remain registered, an applicant must meet the re-registration requirements which include continued professional development and minimum practice. *{This ensures professional growth and keeps practitioners abreast with best practice and protects the interests of the public. In addition, this process allows us to monitor compliance with continued professional development and to ensure that our practitioner information is up-to-date.}* 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 subsequent conviction a fine of \$20,000.

Overview of Registration Process



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

3. INITIAL REGISTRATION

- i. Registration applications and other correspondence are processed through the Chief Medical Office.
- ii. For non-Bermudians, an offer of employment must be submitted with the application.
- iii. Registrants must submit a completed **Registration Package**¹ accompanied by the required documents and fee as indicated following:
 1. A completed *Registration* form including the last page *Attestation* form
 2. Offer of employment letter from Bermuda employer (for non-Bermudians only)

Along with **original or notarized copies** of the following [copy of notarized copies will not be accepted. If documents are not in English, an English translation must be provided and notarized]

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

Documents generated/created/issued outside of Bermuda are to be notarized in the relevant jurisdiction. Similarly, documents that are generated/created/issued in Bermuda to be used abroad (outside of Bermuda) are to be notarized in the relevant jurisdiction.

Certification of documents is appropriate when the documents are generated/created/issued in Bermuda to be used in Bermuda.

3. Qualification certificate(s) or letter of proof of qualification (graduation) from relevant learning institution
4. Proof of good standing from the jurisdiction in which you were last registered.
5. 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).
6. 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.

7. Birth certificate or passport
8. Marriage certificate (where applicable)
9. Professional association membership card or certificate (if applicable)
10. Registration fee (see www.gov.bm/ministryOfHealth/OCMO/fees for current fee [Bermuda/US dollars]). Make cheque/draft payable to the ACCOUNTANT GENERAL. Do not mail cash.
11. Two official letters of reference from two previous employers/supervisors (most current and discipline specific)
12. Curriculum Vitae detailing education and employment history
13. One passport-sized photograph

¹ Forms may be obtained from the Ministry of Health website or contact the Registrations manager

- iv. **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 6 weeks 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 days after the change becomes effective.
- vii. Successful applicants will be informed that their registration certificate may be picked up from the Office. They will be provided with access to a copy of the regulatory documents. Registered practitioners are expected to be familiar with, and abide by these, including:
 - a. *Code of conduct: Standards of Conduct, Performance and Ethics.* (2006). Council for Allied Health Professionals and Standards of Practice or Allied Health 2016;
 - b. And the following documents, should they exist, specific to their profession:
 - 1. Code of Conduct
 - 2. Standards of Practice
 - 3. Scopes of Practice
- viii. 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).
- ix. Practitioners should display their registration certificate in a public area at their place of work.
- x. The Board that regulates the profession is comprised of three (3) registered practitioners. If you wish to serve on the Board please contact the Office.

4. RE-REGISTRATION

Re-registration is tied to continued professional development and minimum practice. 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. It is your responsibility to know your reregistration date. Failure to receive re-registration notices, or not knowing your reregistration 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.
- ii. Attain the required continuing education units (CEU) within the two years prior to the reregistration deadline. The CEUs must be documented on the *CEU Record* form.
 - a. If re-registration is less than two years since the initial registration the number of CEUs required will be pro-rated (see table 1).
- iii. Complete the *Re-registration Application* form and *CEU Record* form. The forms may be down-loaded, emailed, or a printed copy may be picked up from the Office.
- iv. Submit the following to the Office:
 - a. Completed *Re-registration* Form, which includes the *Attestation* form; and
 - b. Completed *CEU Records* Form, and verifying documentation of all CEU obtained; and
 - c. The re-registration fee \$110 see www.gov.bm/ministryOfHealth/OCMO/fees for current fee [Bermuda/US dollars]. Make cheque/draft payable to the ACCOUNTANT GENERAL. Do not mail cash.
 - d. For persons who have not registered in Bermuda for more than two years, but have been practicing in another jurisdiction, include an official letter of good standing from the authorized body in that jurisdiction.
- v. It is recommended that you keep a copy of all documents submitted for re-registration.
- vi. The registrations manager will check the application package. If it is complete it will be sent to the Board for assessment, then to the Council to ratify.
- vii. **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.
- viii. 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.

- 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).

5. 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 may apply to have their registration designated as inactive. The Council will direct the Registrar to enter a notation on the Register as inactive. The advantage of this is, when the practitioner wishes to return to practice, the process is re-registration, not initial registration, that is, fewer documents are required.

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 as for re-registration. However, in addition, they will be required to undertake **updating** as determined by the Board. Updating means supervised practice and study/CEUs. Please contact the Office 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

6. REGISTRATION APPEALS AND CEU INTERNAL REVIEW

Applications may be not approved for several reasons, for those involving incomplete or non-recognized CEU, an **internal review** is allowed. The aggrieved must send a letter which outlines the grounds for the review, including the reason why the application should be accepted, to the Registrations Manager within 30 days of receipt of the non-approval notice. Note the internal review concerns CEU credit only. If the application is not approved after internal review, the applicant has the right to appeal to Cabinet.

If an application for registration or re-registration is not approved the applicant has the right to **appeal to Cabinet**. This must be done within 14 days of receipt of notice of non-approval [s5B, Act]

7. 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 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 in the *CEU Record Form* of the *Re-registration Application Package*. If you have undertaken more than 24 CEUs do submit these in case some CEUs are not accepted by the Board. However, do not submit more than **50 CEUs**.
- iii Any credits over the maximum units will require Board approval.
- iv You must provide documentation to verify the CEUs attained. The verification required is described in column two of table 2.
- 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 Areas

<input type="checkbox"/> Administration and/or Management	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Education and/or Research	<input type="checkbox"/> Orthopedics
<input type="checkbox"/> Adults	<input type="checkbox"/> Pediatrics
<input type="checkbox"/> Community	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Geriatrics	<input type="checkbox"/> Work and Industry
	<input type="checkbox"/> Other

Any credits over the maximum units will require Board approval.

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	Goals, objectives and analysis of mentee performance	5
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
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
Continuing Education Activity Type	Verification Documentation	Max units
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	Goals and objectives established in collaboration with the mentor and	5

profession to improve your skills (must be your primary role)	self-analysis of performance	
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		
13. Giving a presentation at 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
14. 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
16. 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
17. 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
Continuing Education Activity Type	Verification Documentation	Max units
FIELDWORK SUPERVISION		
18. 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		
19. 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-	24

	primary investigator	
20. 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
21. 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
22. 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
23. 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

8. APPENDIX

8.1 Frequently Asked Questions

Question: Do I have to send in my CEU verification documentation 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 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 CEU. 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 Office if you have not accrued 24 CEU for guidance

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

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.

This content in this document is subject to change

8.2 Online CEU Resources

- Addiction Counsellors
 - <https://www.allceus.com/>
 - https://leadingedgeseminars.org/upcoming-seminars/?gclid=CjwKCAjw1v_0BRAkEiwALFkj5vLaHi_iGXVEXFFamOvbC3SibnMVBQYQ20bXog5qeYziUflMo3DXBhoCDtcQAvD_BwE
 - <https://www.addictioncounselorce.com/>
 - <https://www.fellowshipall.com/continuing-education.php>
 - <https://www.dlcas.com/>
 - <https://www.naadac.org/webinars>
 - <https://www.ceu.academy/addiction-counselor-ceus/>

- Chiropractors
 - <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/>