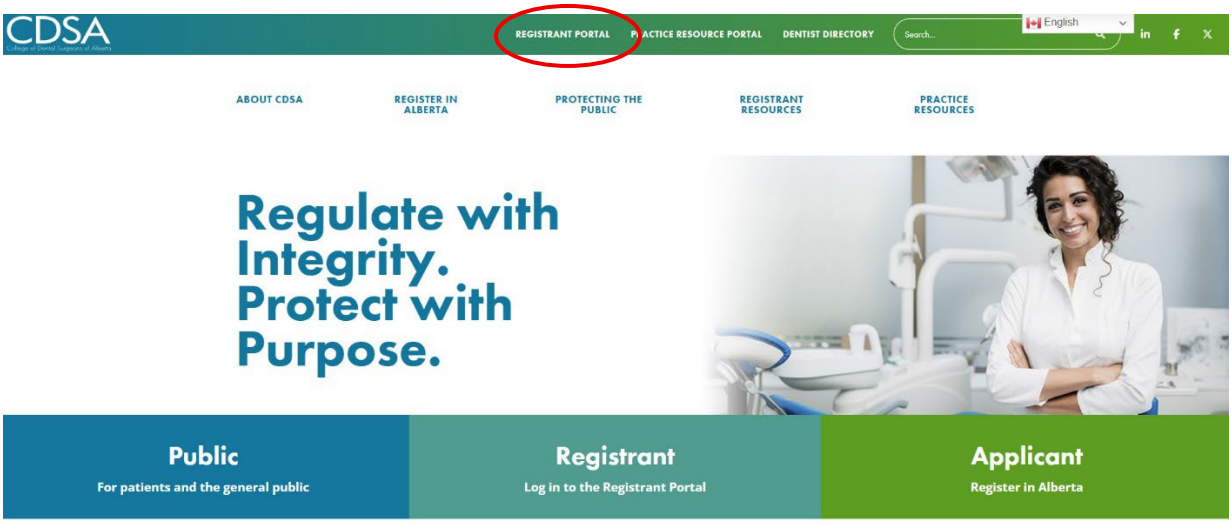
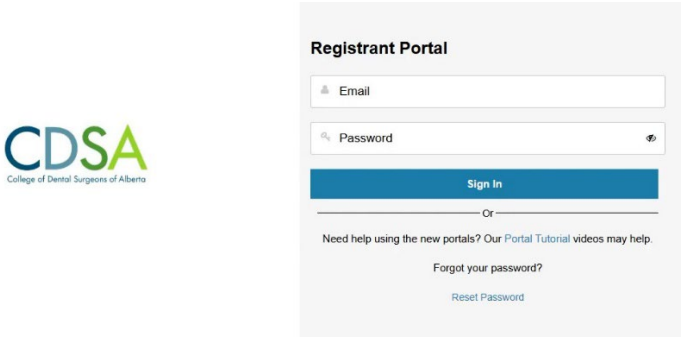
How to Renew Your Annual Practice Permit

If you are not renewing your practice permit for 2027, you do not need to proceed with this process. Instead, you will need to complete the Permit Cancellation Request form within the Registrant Portal.

To begin your Practice Permit Renewal:

1. Visit the CDSA website. At the top of the home page, click on the 'Registrant Portal' to log in using your log in credentials.



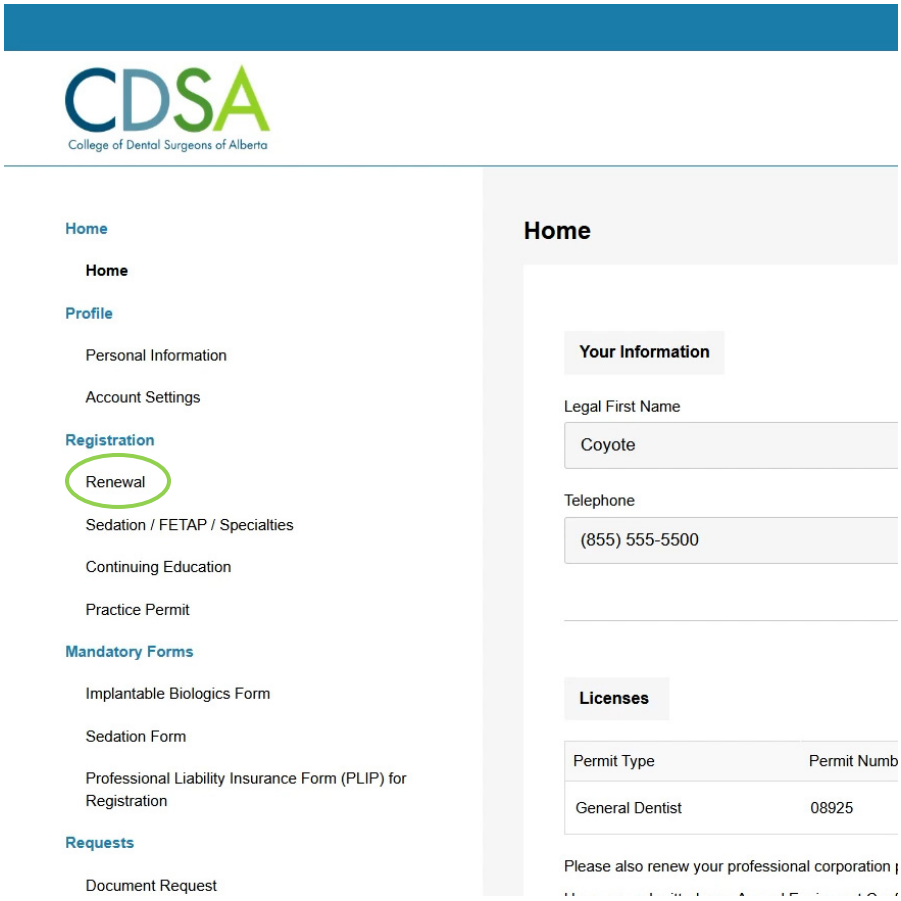


If you are having trouble logging in, please note:

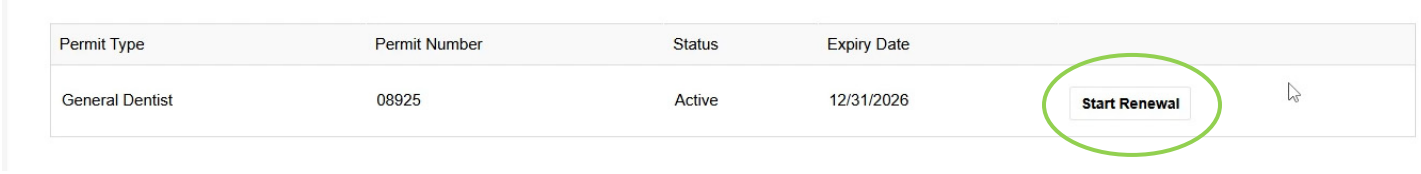
- If you enter your password wring three (3) times, you will need to Reset Password.
- If you enter your two-factor authentication wrong three (3) times, you will need to contact the CDSA directly
- If you are still having difficulty logging in, please contact the CDSA

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2. Once logged into the Registrant Portal, you will be on the main page of your profile. In the left-hand menu, under the Registration heading, click ‘Renewal’.

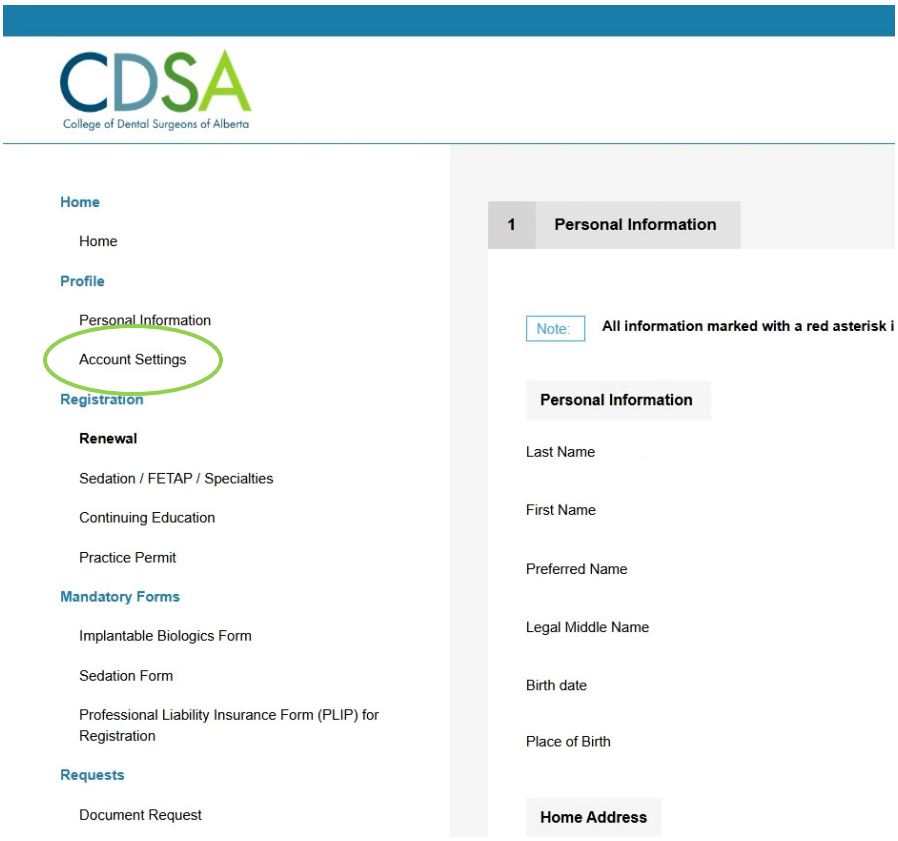


3. You will see your practice permit listed. During renewal season a button will be located to the right of your permit status that says, ‘Start Renewal’, click that button to begin the renewal process.

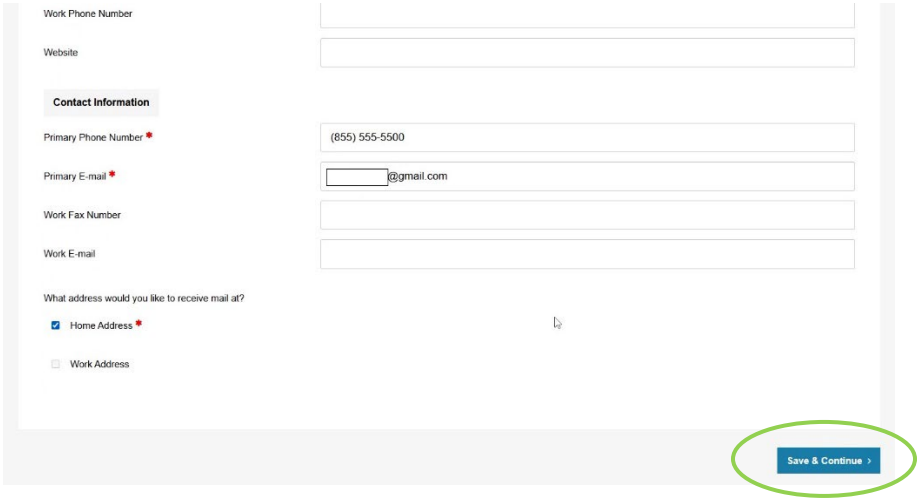


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4. The first page of this process allows you to update your personal information, such as your home and work address. Please note that any changes to your portal login need to be made in the 'Account Settings' section of the Registrant Portal.



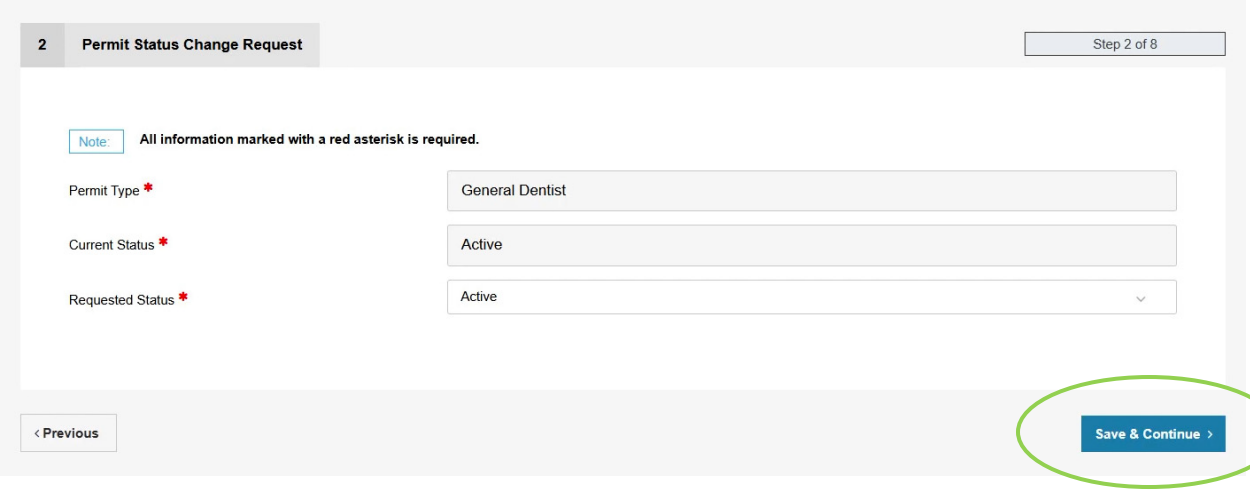
   a. Once you have confirmed or made any changes to your personal information, click 'Save and Continue'.



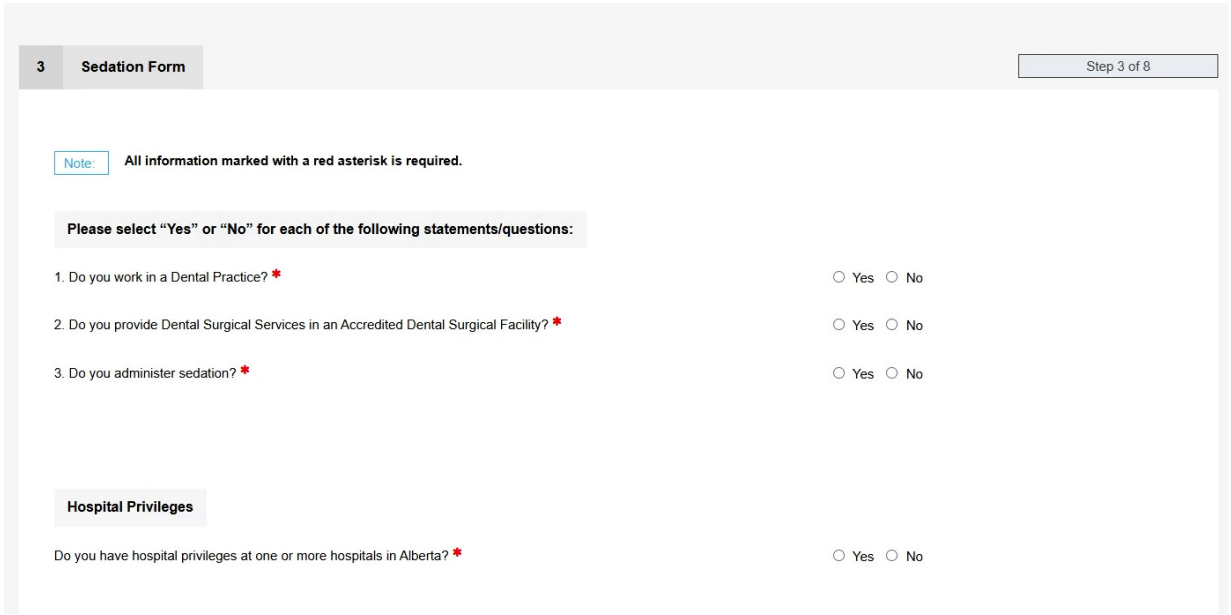
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5. Please note that any time you move onto the next step by clicking ‘Save and Continue’ your entry will be saved. Should you leave the session, you can return later to complete the process.

6. You will be taken to the Permit Status Change Request page. Ensure your requested status says ‘Active’ and click ‘Save and Continue’.

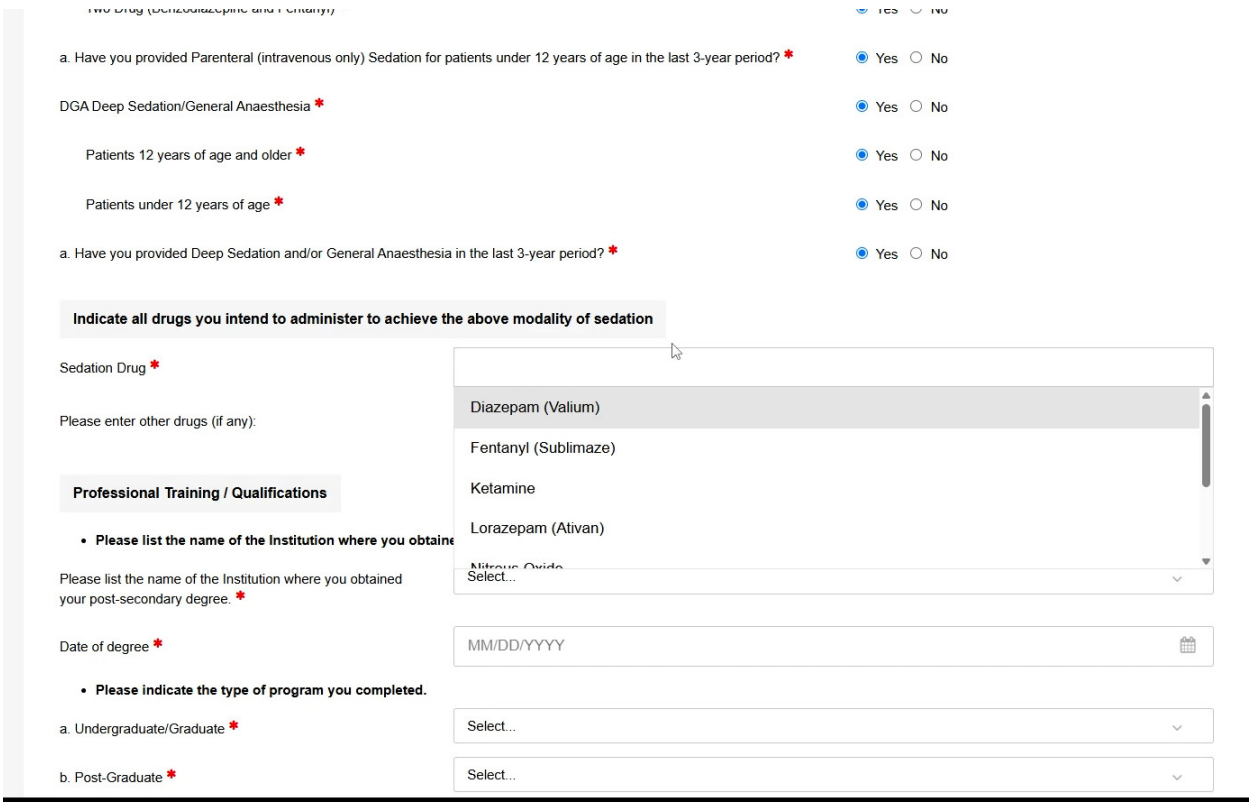


7. Next, you are required to fill out the Sedation Form indicating any sedation services you administer.

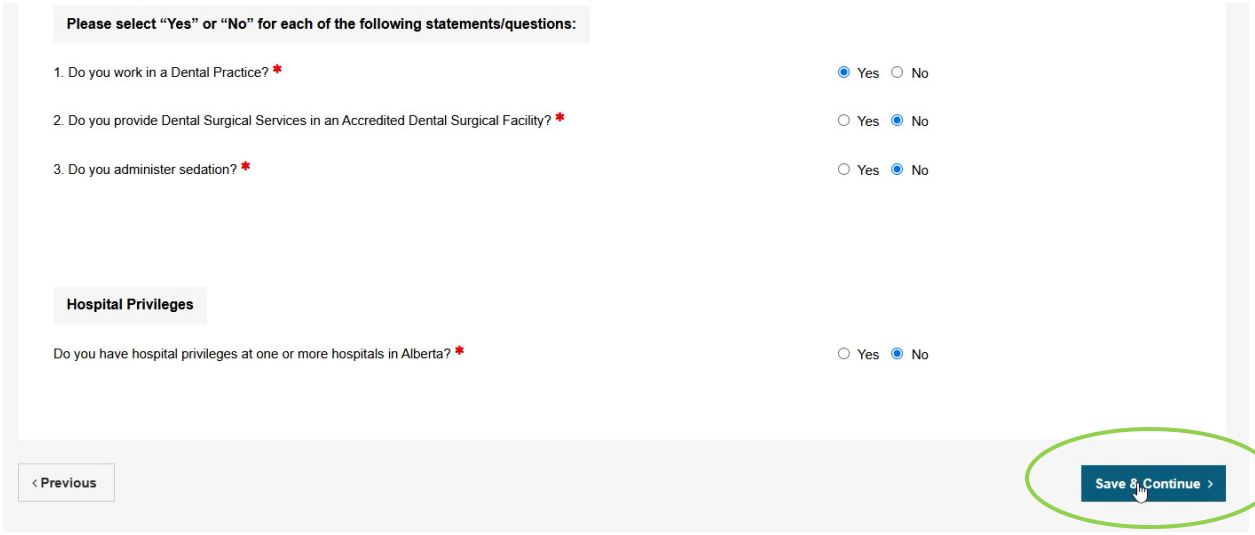


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a. This includes types of sedation and drugs. You are required to enter your professional training and qualifications related to sedation, and if you have any hospital privileges within Alberta.

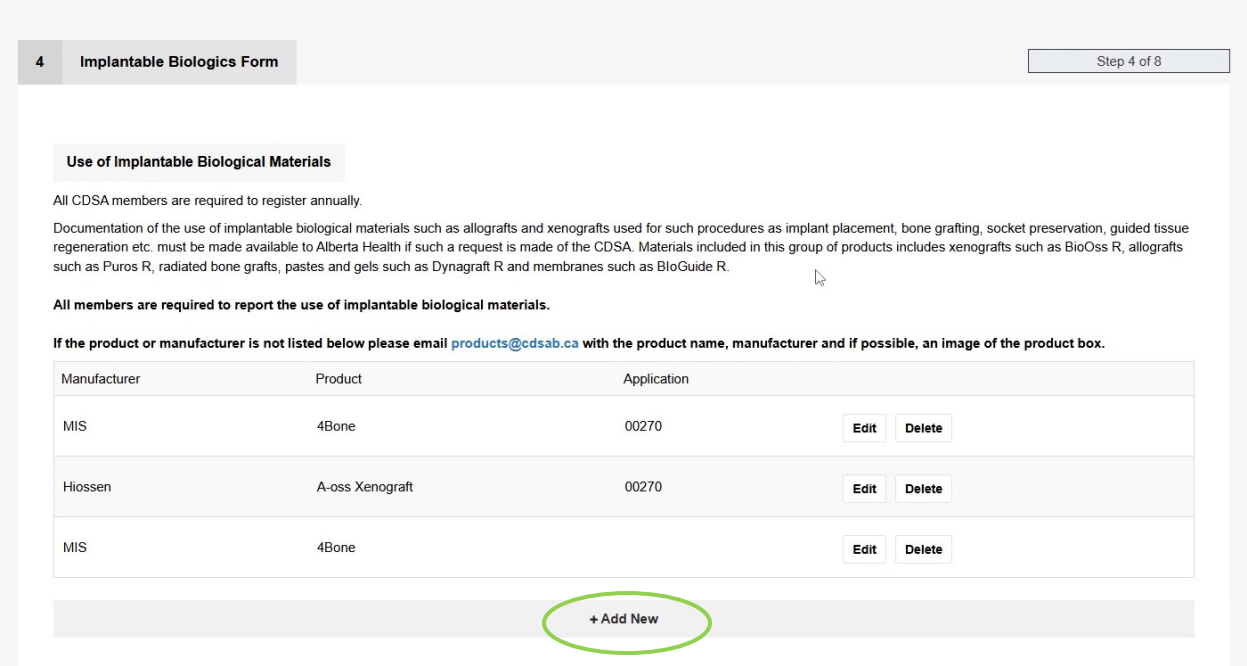


b. Within the Sedation form, you will need to upload your current HCP CPR BLS Certificate. Once your Sedation Form is complete, click 'Save and Continue'.

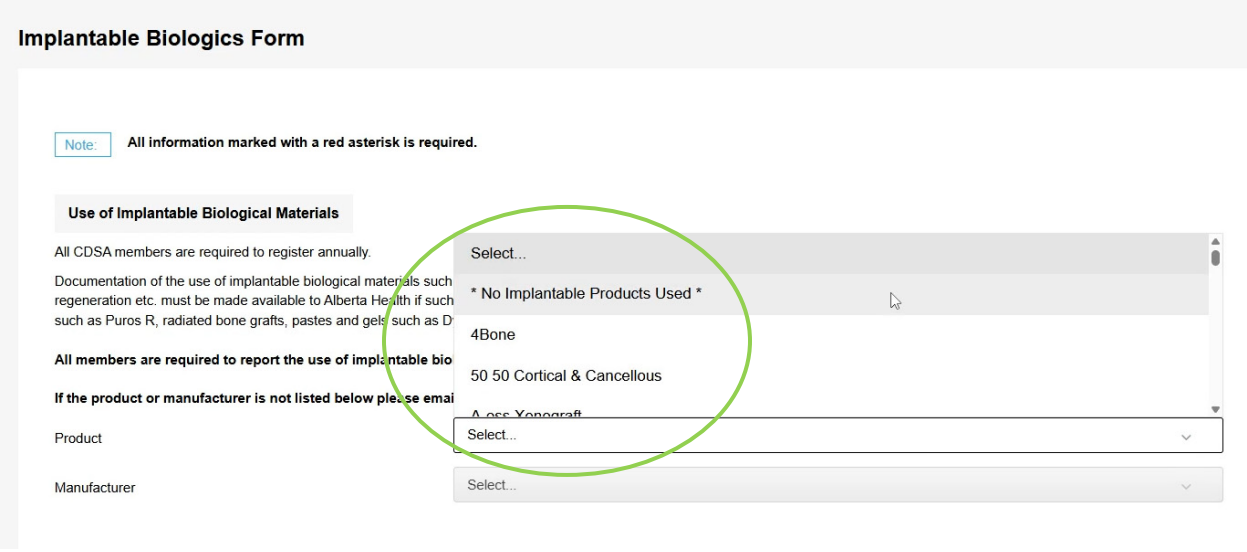


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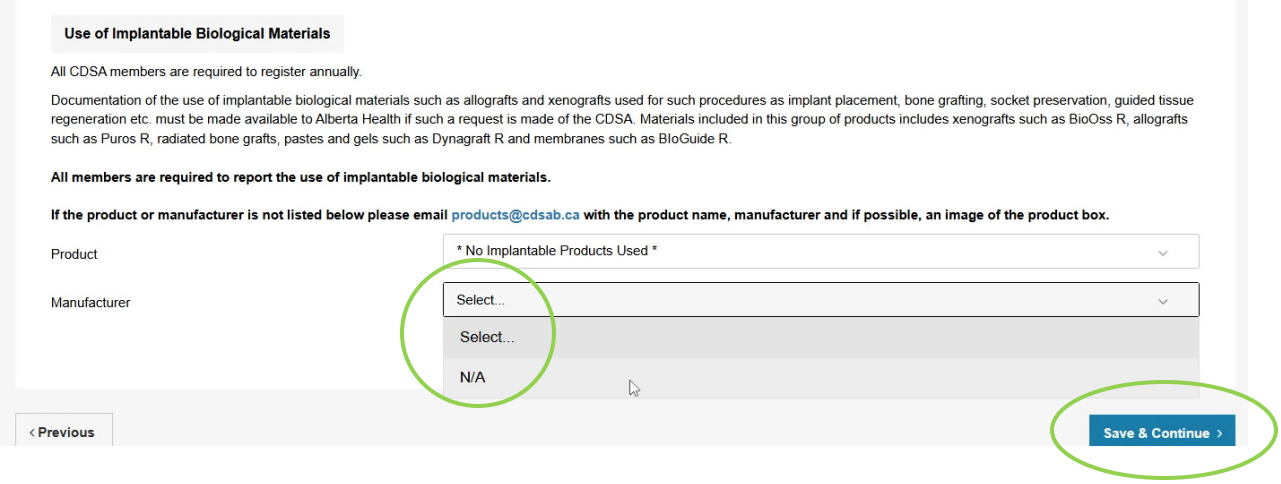
8. Next, is the Implantable Biologics Form.



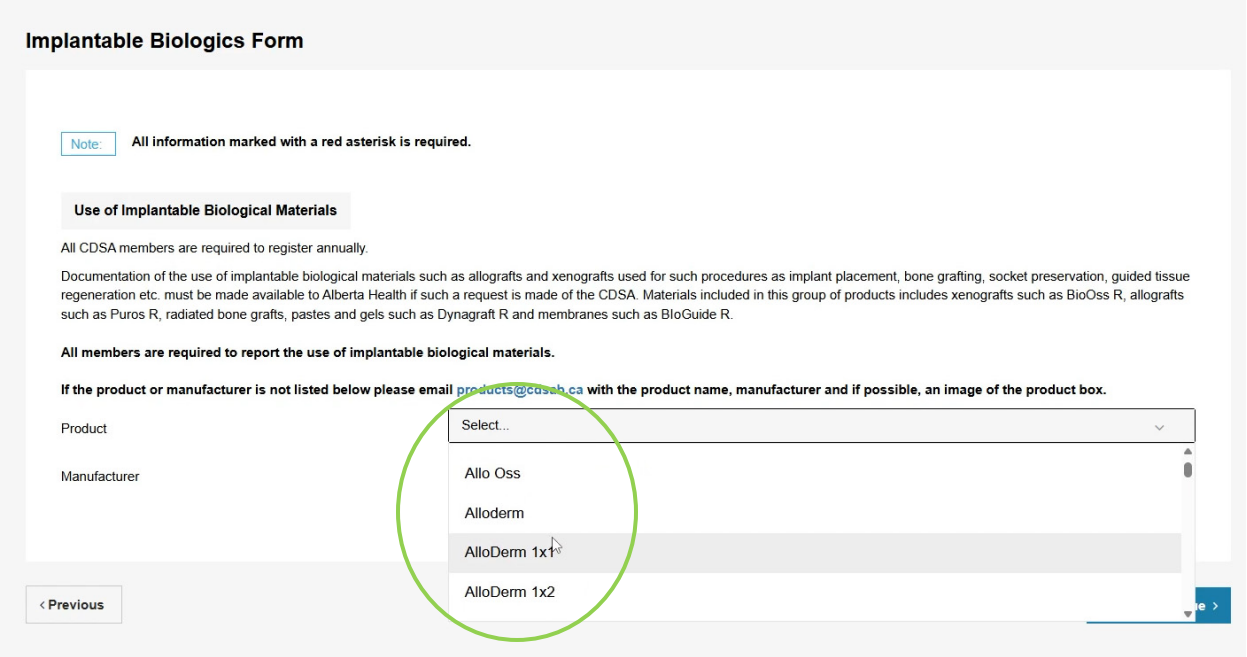
a. If you <u>do not use</u> any Implantable Biologics, you will need to indicate that. Click 'Add New.' Under the drop down for 'Product', select 'No Implantable Products Used', and under Manufacturer, select 'N/A'. Click 'Save & Continue' to return to the Implantable Biologic page.



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b. If you <u>do use</u> implantable biologics, please review the list of products. You can edit or delete products that are incorrect, or you are no longer using. By clicking 'Add New', you can add additional products. When adding a new product, select the product and manufacturer from the drop down. Click 'Save and Continue' to add the product to your list of implantable biologics. If a product you are using isn't listed, please contact the CDSA.

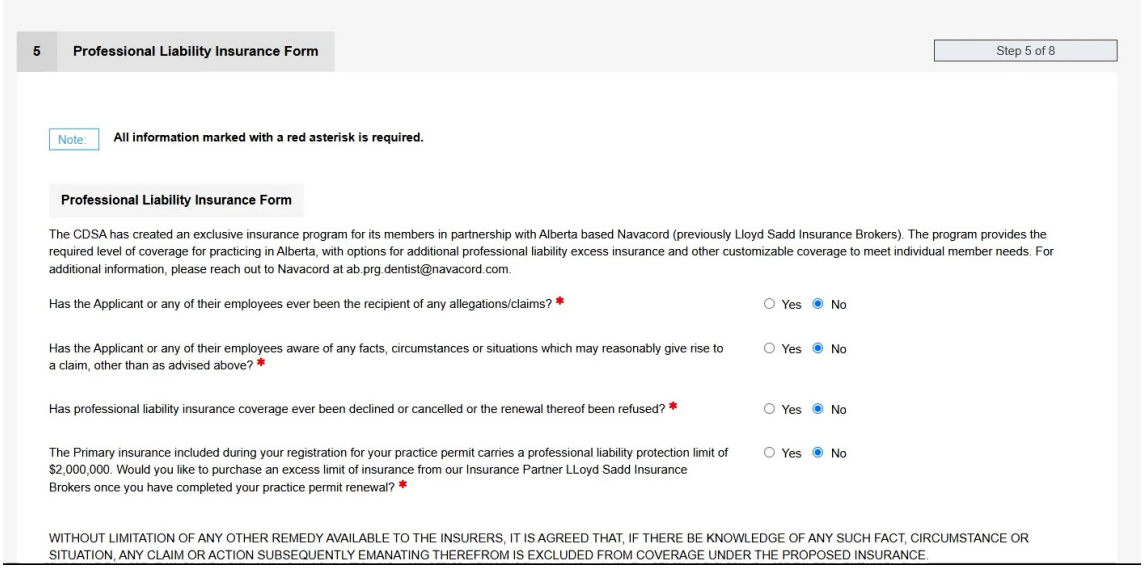


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9. Once you have confirmed everything on the Implantable Biologics Form is correct, click ‘Save and Continue’.

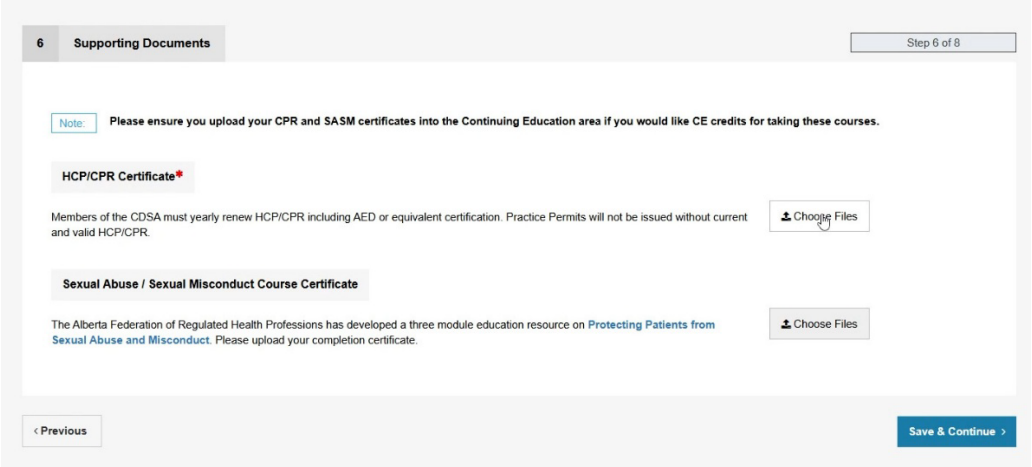
10. Next, you will need to answer the yes or no questions related to your Professional Liability Insurance, which is included as part of your Practice Permit.

    a. You can indicate if you would like to purchase excess insurance.



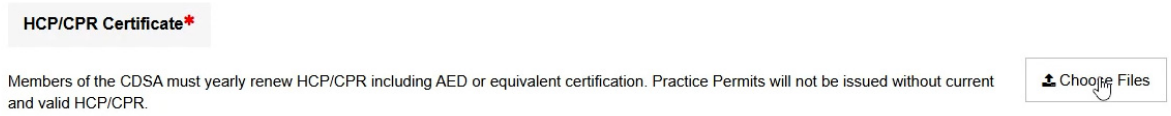
11. Click ‘Save and Continue’ once you have completed the required fields on the Professional Liability Insurance page.

12. Next, is the Supporting Documents field.

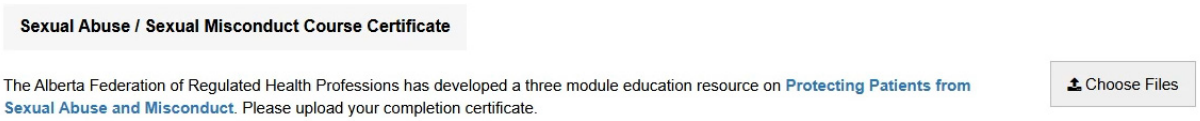


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a. All registrants of the CDSA are required to have up-to-date Health Care Provider CPR and Basic Life Support Certification. You will need to upload proof of your current certification.

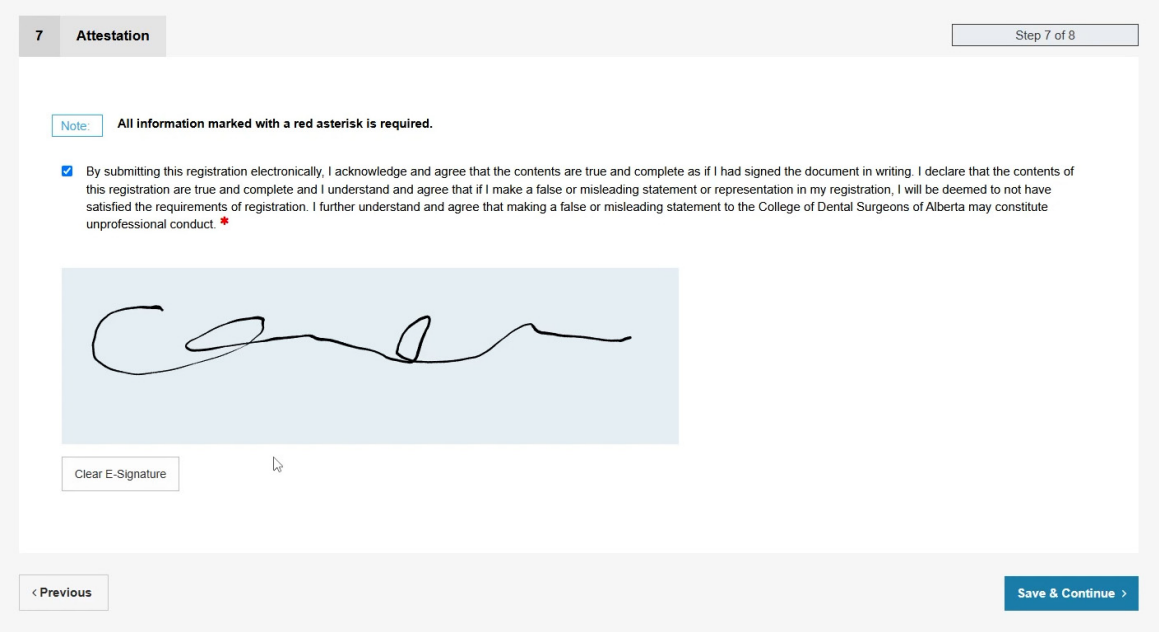


b. The course, Protecting Patients from Sexual Abuse and Misconduct, is required to be complete every two years. If you have completed this course within this calendar year, please include your certificate of completion.



13. Once supporting documents have been uploaded, click ‘Save and Continue’.

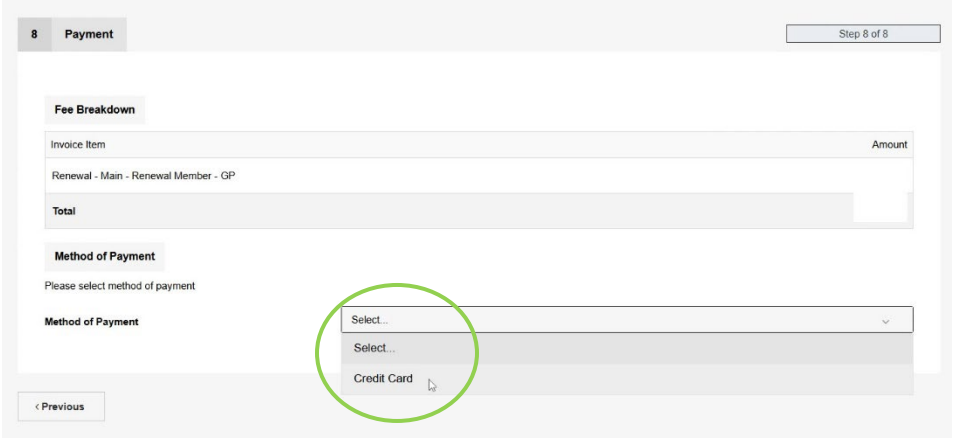
14. Next, you must agree to the attestation. By signing, you are confirming that all the information you have submitted is accurate and reflective of your current scope of practice. Use the digital signature box to sign and confirm your submission.



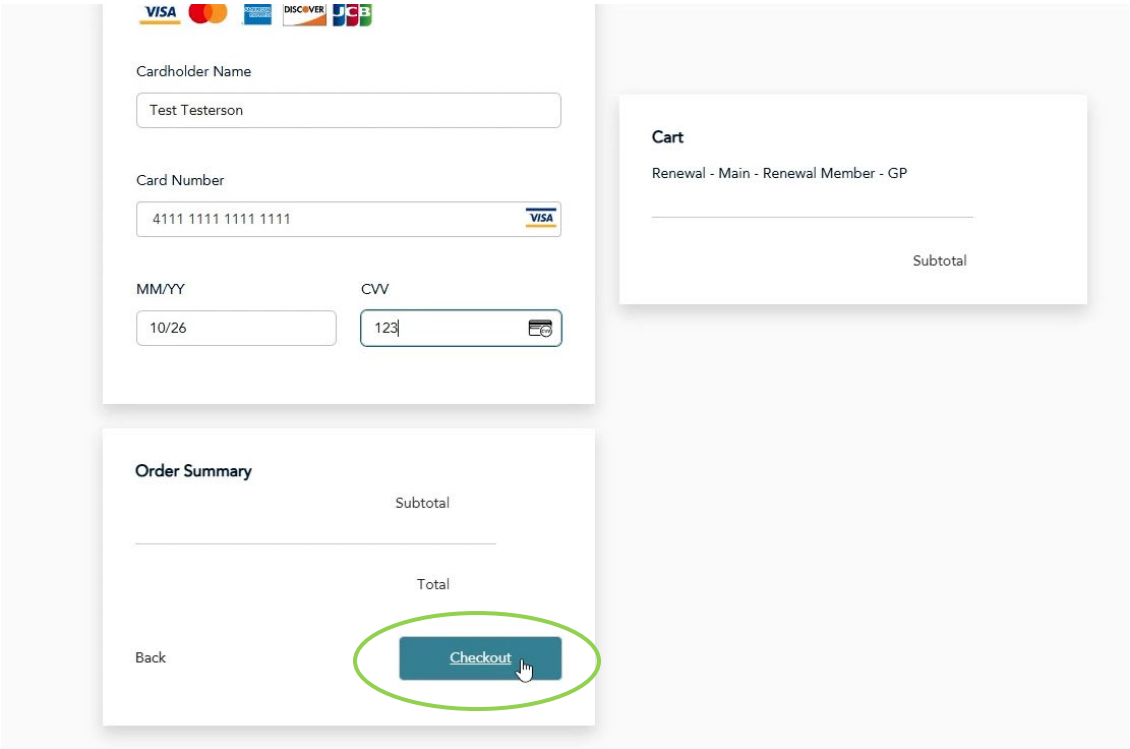
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15. Lastly, you will need to submit your practice permit renewal fee. The CDSA only accepts credit card payments.

    a. Select ‘Credit Card’ from the Method of Payment dropdown and proceed to the next screen to enter your payment information.

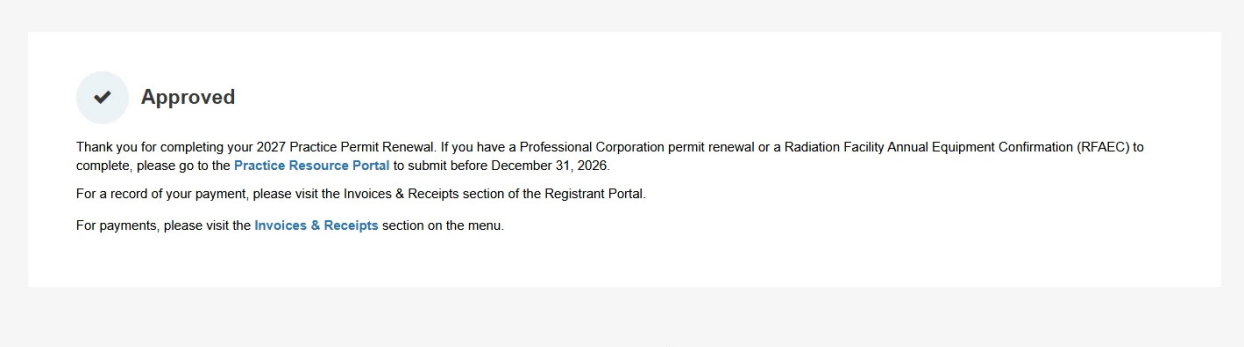


    b. Once payment information is entered, click ‘Checkout’. The confirmation of your submission will take a moment.



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16. Your Practice Permit Renewal is now complete. You will receive a receipt and confirmation email, which will include instructions on how to download your practice permit. The CDSA no longer provides printed practice permits.



    a. All emails confirming and approving updates made within the Registrant Portal will come from noreply@thentiacloud.com. If you don't see these emails, please check your junk or spam inboxes prior to contacting the CDSA.

If you have Professional Corporation permits to renew or a Radiation Facility Annual Equipment Confirmation to complete, log into the Practice Resource Portal to complete these by end of day, December 31.