

POLICY TITLE	Updating of Credentials Policy
PURPOSE	Ensure all physicians, surgeons, osteopaths, and physician assistants update credentials and updates are recognized by the CPSA and Alberta Health as required.
SCOPE	<p>This policy applies to physicians, surgeons, osteopaths and physician assistant who:</p> <ul style="list-style-type: none"> • have obtained new credentials such as specialty or sub specialty certification.
NOTES	All new or updated credentials (certification in a specialty or subspecialty) must be verified and a new Registration Understanding and Agreement (RUA) signed.

LAST REVISED: MARCH 31, 2021

POLICY STATEMENT

Physicians, surgeons, osteopaths, and physician assistants, who have obtained new credentials must:

- 1) Submit new credential to the CPSA for verification.
- 2) Once the credential is verified, the member must sign a new RUA.
- 3) Once the RUA is signed the member's profile and status will be updated as per the date the RUA is signed and received, and a new practice permit issued to the member.
- 4) If required a letter outlining updated status will then be sent to Alberta Health with the updated information effective the date of the new RUA.

RESPONSIBILITIES

The Registrar is given the authority to determine applications for registration under sections 28 to 30 of the *Health Professions Act* (HPA). Section 20 of the HPA allows the Registrar to delegate functions and duties to another person. The Registrar has delegated his duties and responsibility under Part 2 of the HPA to the Assistant Registrar responsible for registration.

AUTHORITY DOCUMENTS

- [Health Professions Act](#)
- [Health Professions Act: Physicians, Surgeons, Osteopaths, and Physician Assistants Profession Regulation](#)
- [CPSA Bylaws](#)

APPROVAL	DATE	SIGNATURE