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Fee Bylaw

The College of Physicians and Surgeons of Manitoba

(Enacted by the Councillors of the College of Physicians and Surgeons of Manitoba (CPSM)
on November 22, 2018 repealing and replacing Schedule E of Bylaw #1 under The Medical Act)

Effective Date January 1, 2019

With Revisions up to and including June 26, 2024

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The following fees payable are set out in Schedule A to this Bylaw:

- Applicant's documentation and registration
- initial certificate of practice and for each renewal of a certificate of practice
- medical corporations for an initial permit and for each renewal of a permit
- late fees and daily assessments payable by a registrant who is in arrears of annual renewal of their certificate of practice
- fees payable by a registrant for an audit

FEES

Definition

1. **"certificate year"** means the time period for which a certificate of practice is issued for a particular class of registrants.

Fees Payable

2. Each registrant must pay the fees and levies applicable to the registrant as fixed by Council from time to time.

Increases in Fees

3. The fee for the annual certificate of practice shall automatically increase by an amount equal to the Manitoba Consumer Price index to cover inflationary costs.
4. Council may also increase the fee for the annual certificate of practice by an additional amount, provided management presents Council with a budget and a satisfactory rationale justifying an increase.
5. The council may issue a special assessment on some or all classes of registrants to cover unexpected expenses, which were not reasonably foreseeable at the time the budget was prepared.

Payment of Fees

6. Fees for all types of certificates of practice and permits are deemed to be a debt due to CPSM and must be paid in full on the due date stipulated in the renewal notice.
7. Notwithstanding section 6, classes of membership may pay their certificate of practice fee monthly in accordance with the fees set out in Schedule “A” to this Bylaw.
8. No renewal notice is sent to a certificate of practice paid monthly. Any registrant who wishes to continue to practise medicine in Manitoba after the expiry of their monthly certificate of practice must renew their certificate of practice and pay the certificate of practice fee before the effective date of the certificate of practice to be renewed.
9. A medical corporation permit is issued on an annual basis only and may not be obtained on a monthly basis.

Late Payment, Daily Assessments and Non-Renewal

10. Registrants must deliver a completed annual renewal of certificate of practice form and pay the annual certificate of practice fee to CPSM before November 1 each year. A registrant who does not meet this requirement is in arrears of annual renewal.
11. A registrant who is in arrears of annual renewal and who applies for renewal of their certificate of practice after November 1 and before November 30 or within such additional time as Council may allow, may apply to renew their certificate of practice, but must:
 - a. pay the prescribed late fee; or
 - b. if the Registrar exercises discretion to waive or lower the late payment fee, pay the reduced amount.
12. If a registrant fails to apply for renewal or to pay the late payment fees under section 11 before November 30, upon application for renewal by the registrant, the Registrar may renew the registrant’s certificate of practice if the following conditions are met:
 - a. the Registrar finds that exceptional circumstances exist warranting extension of the time for the registrant to apply for renewal; and
 - b. the registrant pays the late payment fee and applicable daily assessment, unless the Registrar exercises discretion to waive or lower the late payment fee, the daily assessment, or both and the registrant pays the reduced amount.

13. Where the Registrar declines to extend the time for the registrant to apply for renewal, or the registrant fails to meet the conditions for renewal in section 12, the registrant must be notified of the right to appeal the Registrar's decision pursuant to s. 46 of the Act. Issuing a practice certificate effective on a date other than the date the applicant applied for renewal is at the sole discretion of the Executive Committee. The appeal of the Registrar's decision must contain a complete written explanation of the circumstances that led to the failure to renew by the required renewal date.
14. Pending any appeal pursuant to section 46 of the Act, the registrant is not entitled to practice medicine unless and until the registrant is issued a certificate of practice.

Medical Corporation Late Payment and Non-Renewal

15. Section 10 to 14 apply to late applications or late payments for annual renewal of permits for medical corporations with all necessary modifications implied.

Administration Fees

16. CPSM may charge administration fees for services requested from CPSM in accordance with the administration fees approved by Council and set out on Schedule "A" to this Bylaw.

Fee Rebate

17. Where a registrant with an annual certificate of practice:
 - a. has had a maternity or parental leave or has had an illness which required the registrant to take a leave of absence from the practice of medicine for a continuous period of at least two calendar months in any certificate year; and
 - b. during the maternity or parental leave or leave of absence due to illness the registrant did not engage in the practice of medicine, the registrant may apply to CPSM for a rebate of the certificate of practice fee.
 - c. Documentation and registration fees are considered non-refundable and are therefore not eligible for a fee rebate.
18. Where a registrant with an annual certificate of practice dies, the legal representative of the estate may apply for a rebate of the certificate of practice fees.
19. Certificate of Practice fee rebates shall be calculated on a pro-rata basis, at the rate of one-twelfth of the certificate of practice fee for each full calendar month of the certificate year during which the registrant did not engage in the practice of medicine. A rebate shall not exceed one-half of the certificate of practice fee for the certificate year for which the rebate is sought.

20. Applications for a certificate of practice fee rebate must be made to CPSM by November 30 of the certificate year immediately following the certificate year for which the rebate is sought. The applicant shall be solely responsible for providing such evidence as may be required by the Registrar in support of the application for a certificate of practice fee rebate.
21. The Registrar is responsible to review and decide each application for certificate of practice fee rebate.
22. Where the Registrar does not approve the application for a certificate of practice fee rebate, the registrant may appeal the decision to the Executive Committee.
23. Where an appellant has paid the prescribed fee to appeal a denial of registration, the fee shall be refunded if the appeal is successful.

Schedule A (effective November 1, 2023 to October 31, 2024)

	Applicant's Documentation Fee (non-refundable)	Registration Fee (non-refundable)	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
REGULATED MEMBER - FULL					
Regulated Member – Full Practising	\$210 ¹	\$300 ²	\$2,220 -per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
Non-Practising	---	---	\$2,220 required fee for those registrants who wish to maintain their medical corporation and require certificate of practice, otherwise \$0.	---	---
Retired	---	---	---	---	---
REGULATED MEMBER – PROVISIONAL					
Academic Faculty S.181	\$630	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
Academic Visiting Professor	---	---	\$100 per certificate of practice fee for the specified term	---	---
Academic Post Certification Trainees	\$210	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
Specialty Practice Limited	\$210 Review of Qualifications \$600 ³⁴	\$300 ⁵	\$2,220 per certificate of practice fee year ⁶ \$350 monthly	\$200 \$200	\$50 \$50

¹ Excluding Manitoba Medical graduates

² Less any registration fee submitted as an Associate Registrant - Educational

³ Less any documentation fee paid as an Assessment Candidate Specialty Practice Limited

⁴ Less any fee paid for Review of Qualifications

⁵ Less any registration fee paid as an Assessment Candidate Specialty Practice Limited

⁶ Less any certificate of practice fee paid as an Assessment Candidate Specialty Practice Limited

	Applicant's Documentation Fee	Registration Fee	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
Family Practice Limited	\$210 Review of Qualifications \$600 ^{7 8}	\$300 ⁹	\$2,220 per certificate of practice fee year) ¹⁰ \$350 monthly	\$200 \$200	\$50 \$50
MPAP	\$600	---	---	---	---
Restricted Purpose	---	---	\$100 per certificate of practice fee for the specified term	---	---
Temporary (locum)	\$600	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
Public Health Officer	\$600	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
Transitional	---	---	\$2,220 per certificate of practice fee year \$350 monthly \$250 Resident per certificate of practice fee year \$125 Resident reduced	\$200 \$200 \$50 \$50	\$50 \$50 \$10 \$10
Non-Practising	---	---	\$2,220 required fee for those registrants who wish to maintain their medical corporation and require certificate of practice, otherwise \$0	---	---
Retired Physician	---	---	---	---	---
REGULATED ASSOCIATE MEMBER					
(a) Assessment Candidate					
(i) Specialty Practice Limited	\$600 (i) \$210 Review of Qualifications (ii) \$390 following ROQ	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50

⁷ Less any documentation fee paid as an Assessment Candidate Family Practice Limited

⁸ Less any fee paid for Review of Qualifications

⁹ Less any registration fee paid as an Assessment Candidate Family Practice Limited

¹⁰ Less any certificate of practice fee paid as an Assessment Candidate Family Practice Limited

	Applicant's Documentation Fee	Registration Fee	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
(ii) Family Practice Limited	\$600 (i) \$210 Review of Qualifications (ii) \$390 following ROQ	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
(iii) Re-Entry	\$210	\$300	\$2,220 per certificate of practice fee year \$350 monthly	\$200 \$200	\$50 \$50
(b) Educational					
(i) Undergraduate Manitoba Medical Student per certificate of practice year July 1-	---	\$50	\$80	\$20	\$5
(ii) Manitoba Physician Assistant Student	---	\$50	\$80	\$20	\$5
(iii) Resident	\$330 ¹¹	\$50	\$80	\$20	\$5
(iv) Resident Limited	---	\$250	\$250 per certificate of practice fee year \$125 reduced (8 months or less)	\$50 \$50	\$10 \$10
(v) External/Visiting Student	---	\$50	\$25 (per 6 month period)	---	---
(vi) Non-practising	---	---	---	---	---
(c) Physician Assistant					
(i) Full Physician Assistant	\$330 ¹²	\$300 ¹³	\$432 per certificate of practice fee year \$70 monthly	\$50 \$50	\$10 \$10
(ii) Academic Faculty S.181	\$630	\$300	\$432 per certificate of practice fee year	\$50	\$10
(iii) Restricted Purpose	\$210	\$300	\$100 per certificate of practice fee for the specified term	---	---
(iv) Non-Practising or Retired	---	---	---	---	---
(d) Clinical Assistant					
(i) Clinical Assistant Full	\$330	\$300	\$432 per certificate of practice fee year \$70 monthly	\$50 \$50	\$10 \$10
(ii) Non-Practising or Retired	---	---	---	---	---

¹¹ Except Manitoba Medical Graduates

¹² Except Manitoba Physician Assistant Graduates

¹³ Less any registration fee paid as an Associate Registrant - Educational

Schedule A (Effective November 1, 2024)

	Applicant's Documentation Fee (non-refundable)	Registration Fee (non-refundable)	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
REGULATED MEMBER - FULL					
Regulated Member – Full Practising	\$210 ¹⁴	\$300 ¹⁵	\$2,265 -per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
Non-Practising	---	---	\$2,265 required fee for those registrants who wish to maintain their medical corporation and require certificate of practice, otherwise \$0.	---	---
Retired	---	---	---	---	---
REGULATED MEMBER – PROVISIONAL					
Academic Faculty S.181	\$630	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
Academic Visiting Professor	---	---	\$100 per certificate of practice fee for the specified term	---	---
Academic Post Certification Trainees	\$210	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
Specialty Practice Limited	\$210 Review of Qualifications \$600 ¹⁶¹⁷	\$300 ¹⁸	\$2,265 per certificate of practice fee year ¹⁹ \$375 monthly	\$200 \$200	\$50 \$50

¹⁴ Excluding Manitoba Medical graduates¹⁵ Less any registration fee submitted as an Associate Registrant - Educational¹⁶ Less any documentation fee paid as an Assessment Candidate Specialty Practice Limited¹⁷ Less any fee paid for Review of Qualifications¹⁸ Less any registration fee paid as an Assessment Candidate Specialty Practice Limited¹⁹ Less any certificate of practice fee paid as an Assessment Candidate Specialty Practice Limited

	Applicant's Documentation Fee	Registration Fee	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
Family Practice Limited	\$210 Review of Qualifications \$600 ^{20 21}	\$300 ²²	\$2,265 per certificate of practice fee year) ²³ \$375 monthly	\$200 \$200	\$50 \$50
MPAP	\$600	---	---	---	---
Restricted Purpose	---	---	\$100 per certificate of practice fee for the specified term	---	---
Temporary (locum)	\$600	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
Public Health Officer	\$600	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
Transitional	---	---	\$2,265 per certificate of practice fee year \$375 monthly \$250 Resident per certificate of practice fee year \$125 Resident reduced	\$200 \$200 \$50 \$50	\$50 \$50 \$10 \$10
Non-Practising	---	---	\$2,265 required fee for those registrants who wish to maintain their medical corporation and require certificate of practice, otherwise \$0	---	---
Retired Physician	---	---	---	---	---
REGULATED ASSOCIATE MEMBER					
(a) Assessment Candidate					
(i) Specialty Practice Limited	\$600 (i) \$210 Review of Qualifications (ii) \$390 following ROQ	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50

²⁰ Less any documentation fee paid as an Assessment Candidate Family Practice Limited

²¹ Less any fee paid for Review of Qualifications

²² Less any registration fee paid as an Assessment Candidate Family Practice Limited

²³ Less any certificate of practice fee paid as an Assessment Candidate Family Practice Limited

	Applicant's Documentation Fee	Registration Fee	Certificate of Practice Fee	Late Payment Fee for Certificate of Practice (payment during first 30 days following due date)	Late Payment Fee for Certificate of Practice per day (after first 30 days)
(ii) Family Practice Limited	\$600 (i) \$210 Review of Qualifications (ii) \$390 following ROQ	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
(iii) Re-Entry	\$210	\$300	\$2,265 per certificate of practice fee year \$375 monthly	\$200 \$200	\$50 \$50
(b) Educational					
(i) Undergraduate Manitoba Medical Student per certificate of practice year July 1-	---	\$50	\$82	\$20	\$5
(ii) Manitoba Physician Assistant Student	---	\$50	\$82	\$20	\$5
(iii) Resident	\$330 ²⁴	\$50	\$82	\$20	\$5
(iv) Resident Limited	---	\$250	\$300 per certificate of practice fee year \$150 reduced (8 months or less)	\$50 \$50	\$10 \$10
(v) External/Visiting Student	---	\$50	\$30 (per 6 month period)	---	---
(vi) Non-practising	---	---	---	---	---
(c) Physician Assistant					
(v) Full Physician Assistant	\$330 ²⁵	\$300 ²⁶	\$441 per certificate of practice fee year \$75 monthly	\$50 \$50	\$10 \$10
(vi) Academic Faculty S.181	\$630	\$300	\$441 per certificate of practice fee year	\$50	\$10
(vii) Restricted Purpose	\$210	\$300	\$100 per certificate of practice fee for the specified term	---	---
(viii) Non-Practising or Retired	---	---	---	---	---
(d) Clinical Assistant					
(iii) Clinical Assistant Full	\$330	\$300	\$441 per certificate of practice fee year \$75 monthly	\$50 \$50	\$10 \$10
(iv) Non-Practising or Retired	---	---	---	---	---

²⁴ Except Manitoba Medical Graduates

²⁵ Except Manitoba Physician Assistant Graduates

²⁶ Less any registration fee paid as an Associate Registrant - Educational

Other Fees

Medical Corporation Registration Fees	\$380	(\$388 as of November 1, 2024)
Medical Corporation Fees (renewal)	\$215	(\$220 as of November 1, 2024)
Medical Corporation Fees Late Payment on Renewal (Payment during the first 30 days following the due date)	\$50	
Medical Corporation Retroactive registration and licensure (Per calendar day thereafter)	\$15	
Non-Hospital Reviews	\$500	plus costs
Specialist Registration of Credentials	\$200	
Specialist Register 2.9(2) Application	\$600	
Appeal of a Registrar's Denial of Registration	\$2,000	