



1000 – 1661 Portage Avenue
Winnipeg, Manitoba R3J 3T7
TEL: (204) 774-4344
FAX: (204) 774-0750
Website: www.cpsm.mb.ca

Fee Bylaw

The College of Physicians and Surgeons of Manitoba

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

Effective Date January 1, 2019

Table of Contents

FEES 3

 Definition 3

 Fees Payable..... 3

 Increases in Fees 3

 Payment of Fees..... 4

 Late Payment, Daily Assessments and Non-Renewal..... 4

 Medical Corporation Late Payment and Non-Renewal 5

 Administration Fees 5

 Fee Rebate 5

 Schedule A..... 7

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 member who is in arrears of annual renewal of their certificate of practice
- fees payable by a member 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 members.

Fees Payable

2. Each member must pay the fees and levies applicable to the member 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 that 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 members 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 the College 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 on a monthly basis 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 on a monthly basis. Any member who wishes to continue to practise medicine in Manitoba after the expiry of his/her monthly licence must renew his/her licence and pay the licence 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. Members must deliver a completed annual renewal of certificate of practice form and pay the annual certificate of practice fee to the College before November 1 each year. A member who does not meet this requirement is in arrears of annual renewal.
11. A member who is in arrears of annual renewal and who applies for renewal of his or her certificate of practice after November 1 and before November 30 or within such additional time as Council may allow, may apply to renew his or her 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 member fails to apply for renewal or to pay the late payment fees under section 11 before November 30, upon application for renewal by the member, the Registrar may renew the member'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 member to apply for renewal; and
 - b. the member 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 member pays the reduced amount.

13. Where the Registrar declines to extend the time for the member to apply for renewal, or the member fails to meet the conditions for renewal in section 12, the member must be notified of the right to appeal the Registrar's decision pursuant to s. 46 of the Act. Issuing a practice certificate effective 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 member is not entitled to practice medicine unless and until the member 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. The College may charge administration fees for services requested from the College in accordance with the administration fees approved by Council and set out on Schedule "A" to this Bylaw.

Fee Rebate

17. Where a member with an annual certificate of practice:
 - a. has had a maternity or parental leave or has had an illness which required the member 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 member did not engage in the practice of medicine,the member may apply to the College for a rebate of fees.
18. Where a member with an annual certificate of practice dies, the legal representative of the estate may apply for a rebate of fees.
19. 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 member did not engage in the practice of medicine, but in all cases, there shall be a minimum certificate of practice fee equal to one-half of the amount of the applicable annual certificate of practice fee fixed for the certificate year for which the rebate is sought.

20. Applications for a fee rebate must be made to the College 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 fee rebate.
21. The Registrar is responsible to review and decide each application for fee rebate.
22. Where the Registrar does not approve the application for fee rebate, the member may appeal the decision to the Executive Committee.

Schedule A

	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)
REGULATED MEMBER - FULL					
Regulated Member – Full Practising	\$210 ¹	\$300 ²	\$1816 -per licence fee year \$300 monthly \$250 Resident per licence fee year \$125 Resident reduced (8 months or less)	\$200 \$200 \$50 \$50	\$50 \$50 \$10 \$10
Non-Practising	---	---	\$1816 required fee for those members who wish to maintain their medical corporation and require certificate of practice, otherwise \$0.	---	---
Retired	---	---	---	---	---
REGULATED MEMBER – PROVISIONAL					
Academic Faculty S.181	\$630	\$300	\$1816 per licence fee year \$300 monthly	\$200 \$200	\$50 \$50
Academic Visiting Professor	\$210	---	\$100 per licence fee for the specified term	---	---
Academic Post Certification Trainees	\$210	\$300	\$1816 per licence fee year \$300 monthly \$250 Resident per licence fee year \$125 Resident reduced	\$200 \$200 \$50 \$50	\$50 \$50 \$10 \$10
Specialty Practice Limited	\$210 Review of Qualifications \$600 ³⁴	\$300 ⁵	\$1816 per licence fee year ⁶ \$300 monthly	\$200 \$200	\$50 \$50

¹ Excluding Manitoba Medical graduates

² Less any registration fee submitted as an Associate Member - 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 licence 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	\$1816 per licence fee year) ¹⁰ \$300 monthly	\$200 \$200	\$50 \$50
MPAP	\$600	---	---	---	---
Restricted Purpose	\$210	\$300	\$100 per licence fee for the specified term	---	---
Temporary (locum)	\$600	\$300	\$1816 per licence fee year \$300 monthly	\$200 \$200	\$50 \$50
Public Health Officer	\$600	\$300	\$1816 per licence fee year \$300 monthly	\$200 \$200	\$50 \$50
Transitional	---	---	\$1816 per licence fee year \$300 monthly \$250 Resident per licence fee year \$125 Resident reduced	\$200 \$200 \$50 \$50	\$50 \$50 \$10 \$10
Non-Practising	---	---	\$1816 required fee for those members 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	\$1816 per licence fee year \$300 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 licence 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	\$1816 per licence fee year \$300 monthly	\$200 \$200	\$50 \$50
(iii) Re-Entry	\$210	\$300	\$1816 per licence fee year \$300 monthly	\$200 \$200	\$50 \$50
(b) Educational					
(i) Undergraduate Manitoba Medical Student per licence year July 1-	---	\$50	\$75	\$20	\$5
(ii) Manitoba Physician Assistant Student	---	\$50	\$75	\$20	\$5
(iii) Resident	\$330 ¹¹	\$50	\$75	\$20	\$5
(iv) Resident Limited	---	\$250	\$250 per licence 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	\$300 per licence fee year	\$50	\$10
(ii) Academic Faculty S.181	\$630	\$300	\$300 per licence fee year	\$50	\$10
(iii) Restricted Purpose	\$210	\$300	\$100 per licence fee for the specified term	---	---
(iv) Non-Practising or Retired	---	---	---	---	---
(d) Clinical Assistant					
(i) Clinical Assistant Full	\$330	\$300	\$300 per licence fee year	\$50	\$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 Member - Educational

OTHER FEES

Medical Corporation Registration Fees	\$350
Medical Corporation Fees (renewal)	\$150
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
Qualifications Audit.....	\$300
Standards Audit (if a re-audit is required within 5 years of initial audit)	\$300 plus expenses
Interactive Audit	\$600 plus expenses
NSF Cheque Administration Fee	\$35
Use of College Seal.....	\$25 plus GST
Refund and/or Rebate Administration Fee	\$25
Copying documents from a physician's file	\$25 plus \$0.10 per page
Request for documents from Complaints Committee or Investigations file when a legal proceeding has been commenced against a physician.....	\$500
Request for documents from a Complaints or Investigations file in other circumstances	\$25 plus \$0.10 per page
Non-Hospital Reviews.....	\$500 plus costs
Hospital Reviews.....	\$600 plus costs
Certificate of Professional Conduct	\$100 plus GST
Specialist Registration of Credentials	\$200