

Important Information

Fee Increase

Members at the 2014 AGM voted to increase registrations fees by \$15 to \$632 for the 2015 registration year.

WE MUST RECEIVE YOUR RENEWAL FORM BY NOVEMBER 30, 2014.

PLEASE VERIFY YOU HAVE COMPLETED ALL SIX STEPS ON THE RENEWAL FORM!

FEE SCHEDULE	
November 30, 2014	ALL FORMS DUE – No late fees if postmarked before Nov 30. \$632.00 Active Practicing Licence (including \$7.00 Liability Insurance) \$50.00 Non Practicing Licence
Received after November 30, 2014	<i>LATE FEES APPLY</i> \$632.00 + \$25.00 (late fee) = \$657.00 Active Practicing Licence \$50.00 + \$10.00 (late fee) = \$60.00 Non-Practicing Licence
Received after December 31, 2014	<i>REINSTATEMENT FEES APPLY</i> \$632.00 + \$63.20 (10% reinstatement fee) = \$695.20 Active Practicing Licence

A letter to **employers** of members who held a Practicing Licence for the previous year and have not submitted their 2014 Registration Renewal form by December 31st, 2014 will be notified that the member has not renewed their license. A copy of this letter will also be sent to the member.

RPNAS bylaws state that members who have not paid the annual licensing fee and other fees by December 31, 2013 shall cease to be members of the association. Such applicants shall be licensed as practicing members upon completing the prescribed forms and submission of any outstanding fees.

Payment Methods

Cheque – Please make out to RPNAS. \$15 NSF fee applies for returned cheques.

Money Order/Bank Draft – Please make out to RPNAS.

Cash – This can only be paid in office (exact change required.)

Submitted to Employer – *Please submit the registration form directly to your employer by their internal deadlines.* Do not send it to RPNAS, as we do not request payment on your behalf.

Credit Card – We now accept Visa, MasterCard and American Express. Complete the form on the reverse side and return it with your renewal form. RPNAS will not accept credit card information by phone or email.

New Employment Information (Step 5)

This is a brief guide on how to fill out our re-designed employment info section on the renewal form.

- 1. Confirm employers** are still correct! Strike through former employers.
- 2. Write in new employers** in the space provided. Include all codes and hours worked.
- 3. Confirm Position Code** and **Primary Resp Code**. Make changes if necessary.
- 4. Select Primary, Secondary** or Tertiary for each employer.
- 5. Record your actual hours** worked at each employer.

Existing Employer(s)	Agency	Position	Primary Resp	Primary	Second	Tertiary	Actual Hours Worked
RPNAS	12	8	17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REGINA GENERAL HOSPITAL	1	4	13 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	450
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Employer SIAST Wascana Campus Phone Number (306) 775-7300

Mailing Address 4500 Wascana Parkway, Regina, SK, S4P 3A3

Actual Hours Worked 855 *Agency 11 *Position 5 *Primary Respon. 18 Primary Secondary Tertiary

Data Dictionary

As part of our effort to go green and reduce paper use, we have not included the Data Dictionary this year. If you require a hard copy, email info@rpnas.com with your mailing address or fax number.

View the Data Dictionary at www.rpnas.com/renewal (Additional Resources)

Credit Card Payment

Return this completed credit card form to RPNAS with your registration renewal form.

Amount: \$ _____ Visa MasterCard American Express

Cardholder's Name: _____ CCV*: _____
Please print full name as it appears on the card.

Credit Card #: _____ Expiration: _____ / _____
mm/yy

I authorize the non-refundable amount above to be charged to my credit card.

Authorized Cardholder's Signature: _____ Date: _____
dd-mm-yyyy

*CCV or Credit Card Verification number is the 3 digit number found on the back of your Visa or MasterCard, 4 digits on the front of American Express.