

2025 License Renewal Requirements

1. [Continuing Competency Program \(CCP\)](#)

To meet CCP requirements for license renewal, registrants must complete the following:

a. Jurisprudence Quiz

- A score of 80% or higher is required (unlimited attempts).

b. Learning Plans

Registrants must complete a learning plan for the current year and set two goals for the upcoming year:

- **2024-25 Learning Plans**
 - Period: February 29, 2024-February 28, 2025
 - A completed self-assessment.
 - Two completed learning goals.
 - Learning activities to demonstrate a full year of learning.
 - One reflection per goal, including insights gained from completed activities and how practice or competence was enhanced due to new learning.
- **2025-26 Learning Plans**
 - A completed self-assessment.
 - Two drafted learning goals.

Special Cases

- **Successful CDRE Candidates:** Registrants who passed the November 2024 CDRE are exempt from completing a self-assessment and learning goals for 2024-25. All registrants must complete a self-assessment and draft learning goals for 2025-26.
- **Recent Registrants:** Those registering with an active practice license after October 31, 2024, may choose to complete only one learning goal for 2024-25.

2. Renewal Application

Registrants must complete and submit the following as part of their renewal application:

a. [Profile Update](#)

- Ensure all **contact, education, and employment** information is up to date.
- Provide a [criminal record check with a vulnerable sector check](#).
- Upload proof of [professional liability insurance](#).

b. Renewal Form

- Answer all questions.
-

3. Renewal Fee

- **Fee Amount:** \$620, covers registration from April 1, 2025, to March 31, 2026.
 - **Payment Options:**
 - Interac e-transfer to financial@nscdn.ca.
 - **Credit card** payment via the registrant portal.
 - **Note:** your renewal application will only be submitted to NSCDN upon payment of the fee.
-

Submission Deadline

- A **complete renewal package** must be received by **midnight on February 28, 2025**.
 - Late or incomplete submissions will incur a **\$300 late fee** in addition to the renewal fee.
 - Registrants may move to the **non-active roster** by emailing registration@nscdn.ca.
-

Complete Renewal Package Checklist

Ensure the following components are included:

- ✓ **Jurisprudence Quiz:** Successfully completed.
 - ✓ **Learning Plans:**
 - 2024-25
 - Self-assessment
 - Two learning goals
 - Learning activities to demonstrate a full year of learning
 - A reflection for each goal demonstrating the impact on practice
 - 2025-26
 - Self-assessment
 - Two learning goals
 - ✓ **Renewal Application:** Fully completed and submitted.
 - Criminal record check and insurance policy document submitted to NSCDN.
 - ✓ **Payment:** Renewal fee paid.
-

Additional Information

- **Confirmation:** Registrants will receive email confirmation that their application has been submitted for review.
- **Receipts:** Available on the portal dashboard.