



Registration and Licence Renewal

Not planning to practice or use the protected titles in Saskatchewan in the future?

01

RESIGNATION

You may resign your CSASK registration at no cost.

Resignation requests must be submitted through the registrant portal:

- within the renewal section, in which case the resignation will be **effective January 1st**; or
- within the “Change My Registration” section, in which case the resignation will be **effective immediately** upon approval.

02

NO ACTION

All licences expire by end of day on December 31. If **no action** is taken to either renew or resign:

- **a practising registrant** will no longer hold a licence on January 1st and will remain an **unlicensed** registrant for the following 12 months.
 - During this period, an unlicensed registrant may be granted a licence if they meet the practising licence renewal requirements, including payment of the associated fees (\$950 licence fee + \$625 administration fee).
 - After 12 months of being unlicensed, the registrant’s status is automatically changed to **expired**. The same applies to **provisional registrants**, however, their unlicensed status expires on the earlier of 12 months or two years from the date the provisional licence was initially issued.
- **a non-practising registrants** will automatically be noted as **expired** on January 1.

03

STATUS CHANGE TO NON-PRACTISING

Non-practising registration is suitable for registrants who intend not to practice (or are uncertain whether they will continue practising in Saskatchewan) as it allows them to maintain registration with the college during periods such as a leave of absence or a transition towards retirement.

Only practising registrants and non-practising registrants have the option to renew as non-practising; provisional registrants are ineligible.

Non-practising registrants are not entitled to practice in Saskatchewan but may use the protected titles with the addition of the words “non-practising”. They are not required to meet the continuing education, practice hours or professional liability insurance requirements. The non-practising registration fee is equal to half of the annual practising licence fee.

Non-practising registrants may apply to change their status to practising at any point in the year by providing evidence of meeting the practising licensure requirements (maintenance of continuing education and practice hours, professional liability insurance and payment of the required fees). When either the continuing education and/or the practice hours requirement(s) are not met, a program for reintegration into the profession may be required. A program for re-integration may include any one or more of the following:

- (a) refresher education or training;
- (b) a period of supervised practice;
- (c) successful completion of the required examination.

RESIGNED VS EXPIRED

There are no repercussions or negative connotations associated with either the **expired** or the **resigned** status. However, **resigning** demonstrates that you have taken action to update the regulatory body regarding your professional practice situation. In both cases, the individual is no longer a CSASK member/registrant and will be required to submit a new application if wishing to practice or use the professional titles in Saskatchewan.