

ANNUAL ONLINE RENEWALS FOR 2025

Fees

\$400- Practising

\$100- Non-practising/On leave/Retired

Pre-approval Required for Medical or Parental Leave

\$275- Practising from Jan. 1 – June 30 and non-practising starting July 1st

There is no refund or proration of fees even if you are going on leave or stopping practice in 2025.

Late Fees or Suspensions

The **late renewal fee (\$150)** will be automatically applied to registrants who have not renewed **by December 31st**. Please note the database records access dates and times.

Payment Options

1. **Interac e-transfer**- simply use online or mobile banking to send an e-transfer to info@cptnb.ca.
NOTE: The security question/response must be CPTNB2025 and add your name and CPTNB Registration Number in the message box.
2. **Cheque or money order**- send via regular mail to PO Box 8056 Dieppe RPO, Dieppe, NB E1A 9M7.
3. **Employer-sponsored payroll deduction**- payment must be received by the deadline; employer must provide in advance to CPTNB the name, CPTNB Registration Number and amount withheld for each PT.
NOTE: If you are enrolled in a payroll deduction plan with Horizon or Medavie, CPTNB receives your fees with name and Registration Number included.
4. **Employer group payments**, including combined cheques for more than one PT.

Please note that PayPal is no longer a payment option.

Regardless of payment method, **your name and CPTNB Registration Number must be provided**. If not, a **late fee of \$150** may result.

Attention! Your 2024 licence allows you to practise up to January 30, 2025. If you are asked for proof of renewal before receiving your licence for 2025, simply show your Confirmation Page. **All licenses for 2025 will be issued by January 30th.**

Important renewal tips

1. **Mark your calendar to renew early, ideally no later than December 15th.**
2. **Plan for between 15-30 minutes of uninterrupted time to:**
 - review all data;
 - ensure your record is accurate;
 - make any needed updates and/or corrections.
3. **Before you renew, have the following information ready:**
 - copy of your current Professional Liability Insurance (PLI) policy;
 - total physiotherapy practice hours for 2024;
 - total continuing education hours for 2024;
 - details of your personal address if changes are being reported;
 - details of your employer(s) address/contact if changes are being reported;
 - name of employer/authority who will issue the payment for your fees or your banking/debit details;
 - start and/or stop dates of any practice if changes are being reported.
4. **If you are also registered as a physiotherapist outside New Brunswick, you must provide proof of professional standing to CPTNB from all other jurisdictions in which you are registered.**

This proof must be:

- requested from all other regulators where you are registered as a PT;
- provided to CPTNB directly by the other regulator(s);
- dated within 3 months of your renewal date and received by CPTNB no later than December 31st;
- provided in writing by e-mail or by regular mail (see address under Payment Options above).

Please be aware that most regulators require advance notice and charge a fee for this service.

5. **Ensure your e-mail is not filtering messages from CPTNB to Junk/Trash/Promotions folders, especially if you use gmail or hotmail.**
6. **It is recommended you use one of these search engines: Internet Explorer, Google Chrome, Microsoft Edge or Mozilla Firefox, and complete your renewal on a desktop or laptop computer.**
7. **When are you logged into the renewal website:**
 - much of the detail in your record has been filled in, BUT check each section to confirm or modify the content;
 - you will not be permitted to change certain sections;
 - the system will allow you to LEAVE NOTES for CPTNB, if needed;
 - it also has INSTRUCTIONS and GUIDE ME notes. Please read these carefully.
Some registrants (*e.g. those with other PT registrations*) are required to provide documentation to the Registrar, which is clearly stated on the appropriate page. Your renewal will not be considered complete until all items have been received.
8. **If you have any questions or issues, send them by e-mail only to info@cptnb.ca. No telephone calls, please. Be sure to include your name and CPTNB Registration Number with any inquiry.**

Getting ready for your online CPTNB renewal

On Nov. 12th, CPTNB will send your username and renewal link to the e-mail addresses on file. For security reasons, your username is now one of your e-mail addresses. The password is the same one you created last year. If you don't remember your password, you will need to create a new one. See Page 4 for details.

If you were not registered with CPTNB last year, we will send you an initial password and then you will need to create your own.

Be sure to contact us by Friday, November 29th if you do not receive this e-mail.

Your licence is not considered renewed until **both the registration form and payment** are received by CPTNB on or before **December 31st**. If your renewal has been successful, we will issue the registration certificate by e-mail on or before January 30th. **If there is an issue with your online renewal or payment, we will let you know via e-mail.**

****NOT RENEWING for 2025? You must send a [written notice of resignation](mailto:info@cptnb.ca) to info@cptnb.ca****

Online renewal screenshots

To log into the online renewal site, you will see this screen.

- If you wish to change the language from English, click “Langue” and then select “Français”.



Renewals Login

Langue 

Français

Username (email)

Password

Remember me [Forgot password?](#)

To change your password, click on "Forgot Password".



Renewals Login Langue 

Username (email)

Password

Remember me  [Forgot password?](#)

Next, you will see the screen below. Enter the username we sent you via e-mail on November 12th and then click Submit.

Password reminder

Enter username or email:

 [Back to login page](#)

Next, you will receive an e-mail from DoNotReply@talgrass.online. If it is not in your inbox, check your junk folder. Click on the link provided in that e-mail to reset your password. You will then see the screen below prompting you to create a new password. **Please save the login information and return to the renewal site.**

Change password

New password:

Confirm password:

 [Continue](#)

Once you have completed the PAYMENT page, be sure to click NEXT STEP to receive a confirmation e-mail.

PAYMENT

INSTRUCTIONS:

- 1. Click [Guide Me] for detailed payment information.
- 2. Click [Pay Now] if no payment record is displayed below.
- 3. Click [Next Step] when done.

Date	Membership Status	Amount Due \$	Amount Paid \$	Balance \$	Method of Payment	Payment Status
11/2/2023	Active Renewal	400.00		400.00	Interac e-Transfer	Pending



Step 19 of 20

If you have any questions or concerns, send them by e-mail only to info@cptnb.ca. No telephone calls, please. Be sure to include your name and CPTNB Registration Number with any inquiry.

Thank you and best of luck with your licence renewal for 2025!