

INSTRUCTIONS FOR RENEWAL OF REGISTRATION

Renewal deadline date: March 31, 2008

FEES: Must accompany this form. Money order, VISA and certified cheques are accepted.

Please read the form carefully and complete every section. If you need more space, use a separate sheet of paper.

Name and address(es)

- Check box at top of form (yes/no) whether any of your contact information has changed from your 2007-2008 renewal. Highlight or write your changes in red, if possible. This will help us update our database.
- We would prefer to send information from the College to registrants through email. Please indicate if you are willing to receive information through email.
- Your primary business address is the place where you do the majority of your massage therapy work. This address will be in the Public Register and thus available to the public. Your home address is never given out to the public unless it is also your business address.
- All mail will be sent to your home address or email address unless otherwise specified.
- If you change your name, please write the new name in the space provided and send a photocopy of an official document (e.g. marriage certificate, divorce decree), which shows both your old name and your new name. When we receive your official document, we will change your name on the register and send a new certificate.
- If your professional liability insurance lapses, you are required to notify the College within 10 days.
- If your membership in the Newfoundland and Labrador Massage Therapists Association lapses, this is considered a lapse in professional liability insurance.
- *During the year, you are required to inform the College in writing within 30 days of any change in your name or address (both home and business).*

Your registration is not complete unless professional liability insurance and NLMTA membership are current. This applies to both Active and Inactive Registrants.

Sign and date the renewal form and return to the CMTNL with your accompanying fees.

Active registration: \$300 Inactive registration: \$50

If using VISA, please provide full information. Name, as it appears on your card, VISA number and expiry date.

Applications post-dated after March 31, 2008 will be charged a late fee of \$50.