



# It's Time to Roster!

If you plan to perform any authorized activities under your own independent judgment, you will need to roster—be listed—with the College. As of **February 1, 2012** registrants can access the online registration system to add their names to a roster.

## Rostering is required for the following activities:

1. Moving the joints of the spine beyond a person's usual physiological range of motion using a fast, low amplitude thrust
2. Tracheal suctioning
3. Treating a wound below the dermis using any of the following procedures:
  - cleansing
  - soaking
  - irrigating
  - probing
  - debriding
  - packing
  - dressing
4. For the purpose of assessing or rehabilitating pelvic musculature relating to incontinence or pain disorders, putting an instrument, hand or finger, beyond the labia majora or beyond the anal verge
5. Administering a substance by inhalation
6. Performing acupuncture

It is not necessary to roster for the authorized activity of communicating a diagnosis.

Rostering for diagnostic activities is not yet available.

Follow these steps to join a roster or rosters:

1. **Log into** the online registration system using your User ID and Password found in the enclosed letter.
2. If you want to complete your annual registration renewal at the same time, click on the red link that says **Registration Renewal** on the left menu. As you complete the annual registration renewal process you will be brought to a Rostering page which allows you to roster for as many authorized activities as you choose. Alternatively, you can roster without completing the annual registration process. **Click on Roster to Perform Authorized Activities** on the left menu.
3. **Click on the plus sign (+)** to roster for a new activity.
4. **Select** the authorized activity and click beside the activity to select it.
5. **Indicate the year** training was completed and how you received your training—formal or informal training program.
6. **Describe** the theory, practical portions of your education and how you were assessed.
7. **Indicate the country** where you received your training.
8. **Indicate** whether you have performed the activity in the last two years or completed education or training over the last two years.
9. **Complete a declaration** that indicates the information provided is factual, you have the knowledge, skills and judgement necessary to perform the activity, you understand you may be assessed by Quality Management more frequently and that you have reviewed and understand the related Standard.
10. **Click on the I Agree button.** Your information is then submitted and you are automatically added to that roster. **Review** your current roster status using the online registration system by clicking on **Roster to Perform Authorized Activities** or reviewing your profile on the **Public Register**.