



**COLLEGE OF  
PHYSICIANS & SURGEONS  
OF NOVA SCOTIA**

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## **Partial Refund of Licensure Fees for Pregnancy or Parental Leave**

<b>Section:</b>	Registration, Finance		
<b>Applicable Legislation:</b>	Sections 19, 28, 40, 49, 55, 59 of the Medical Practitioners Regulations		
<b>Approved by:</b> Deputy Registrar	<b>Approval Date:</b> April 22, 2024	<b>Reviewer:</b> Deputy Registrar	<b>Review Date:</b> April 2027

### **PREAMBLE**

The College of Physicians and Surgeons of Nova Scotia (the College) understands that registrants may need to take a leave of absence from medical practice for pregnancy or parental leave.

Registrants who take a pregnancy or parental leave of absence from practice may be eligible upon request for a partial refund of their annual licensing fee.

### **SCOPE**

This policy applies to all registrants licensed in Nova Scotia who elect to take a pregnancy or parental leave of absence from practice for four (4) or more consecutive months.

### **PURPOSE**

This policy describes the College requirements for a registrant taking a pregnancy or parental leave of absence to be considered for a partial refund of their annual licensing fee. All other College fees are non-refundable unless otherwise stipulated in the College's Fee Schedule<sup>1</sup>.

### **POLICY**

Pursuant to this policy, registrants who take a pregnancy or parental leave of absence may be eligible for a partial refund of the annual licensing fee to be determined by the College.

### 1. Eligibility

The College will consider all types of parental leave for eligible registrants. A partial refund may be considered for registrants who have paid the applicable licensing fee for the current calendar year and take a pregnancy or parental leave of absence from practice for four (4) or more consecutive months in the calendar year.

### 2. Calculation of Refund

For registrants who meet the eligibility criteria, the College will calculate a prorated refund of the annual licensing fee for full calendar months only, to a maximum of half of the registrant's annual licensing fee.

Refunds of fees will be processed when the registrant finishes their pregnancy or parental leave.

### 3. Registrant Responsibilities

To qualify for a partial refund of fees under this policy, prior to taking a pregnancy or parental leave of absence, the registrant must notify the College of their planned leave of absence and provide the College with their forwarding address, if applicable.

Additionally, the registrant must provide notice to their patients, employer(s), colleagues and others if necessary, as described in the College's *Professional Standards Regarding Temporarily or Permanently Closing a Medical Practice*<sup>2</sup>.

It is also important for all registrants to ensure they continue to meet the College's requirements for currency as described in the College policy for *Currency of Practice Experience*<sup>3</sup>.

Pursuant to this policy, a registrant on a pregnancy or parental leave of absence is **not permitted to practise in any capacity**. To be clear, this means a registrant on a leave of absence is **not permitted** to do any of the following:

- participate in any patient encounters whether in-person or otherwise;
- admit patients to the hospital;
- bill for services rendered;
- prescribe medications including any new and existing prescriptions;
- order any investigations; or
- conduct patient record reviews including review of laboratory or diagnostic reports.

The registrant will be required to sign an Undertaking affirming they will not practise in any capacity during their pregnancy or parental leave of absence and that they will notify the College immediately should the dates of their leave change.

**4. Agents of the College**

In the event the registrant taking a pregnancy or parental leave is also an Agent of the College, they may continue to participate in College activities while on pregnancy or parental leave, including Council or Committee meetings.

**5. Professional Liability Coverage**

The registrant may wish to suspend their professional liability coverage while on a pregnancy or parental leave of absence. The College requires confirmation of professional liability coverage before reactivating the registrant's licence to practise.

**Resources**

1. [College Fee Schedule](#)
2. [Professional Standards Regarding Temporarily or Permanently Closing a Medical Practice](#)
3. [Currency of Practice Experience](#)