



Cayman Islands

COUNCIL FOR PROFESSIONS ALLIED WITH MEDICINE

Guidelines for Renewal of Practising License

The following guidelines are in accordance with the Health Practice Law (2017 Revision) (“HPL”), Health Practice (Amendment and Validation) Law, 2020, the Health Practice Regulations (2018 Revision), and the Health Practice (Amendment) Regulations, 2020

Registration and Renewal Periods

Pursuant to Sections 24A – 27A of the HPL/Health Practice (Amendment and Validation) Law, 2020:

Principal List

- The registration certificate for practitioners registered on the Principal list will not expire unless the holder ceases to maintain the practising license for a period not less than 5 consecutive years or the holder ceases to maintain the requirements for registration.
- **Renewal** of a practising license certificate for practitioners registered on the Principal list will be granted for a period of two years, and expires on the anniversary of the licensee date of birth.

Institutional List

- The registration certificate for practitioners registered on the Institutional list will expire every two years and practitioners wishing to renew his/her registration must apply at least **60 days** prior to the expiration of the registration certificate.
- **Renewal** of a practising license certificate for practitioners registered on the **Institutional** list will be granted for a period of two years and may be renewed for consecutive periods not exceeding two years in any period.

Provisional List

- The registration certificate for practitioners registered on the Provisional list will expire every two years and practitioners wishing to renew his/her registration must apply at least **60 days** prior to the expiration of the registration certificate.
- **Renewal** of a practising license certificate for practitioners registered on the Provisional list will be granted for a period not exceeding two years and may be renewed every two-years while the practitioner is working towards a relevant qualification recognized by the Council.

Late Fees

Pursuant to Schedule 2, Section 6 (5) of the Health Practice (Amendment) Regulations, 2020, a late fee of \$100.00 will be applied where renewal of a practising license is not made **at least 28 days** before the date of expiry of the practising license for practitioners on the Principal list and **at least 60 days** for practitioners on the Institutional and Provisional list.

Council Meeting Requirements

As per Schedule 3 Section 6(1) of the HPL, “A Council shall meet as often as it considers necessary but not less than once every three months.” Therefore, applications may be processed between **30 to 90 days** of receiving the application.”

Document Requirements for Renewal

The following documents are required for the maintenance of your practising license:

- The Original and fully completed Health Practitioners Renewal of Practising Licence Application form (HPL-Form B).
- Registry Maintenance Administrative Form (RMAF)
- Conduct Statement form
- Continuing Education Summary form with the continuing education listed.
- Original continuing education certificates are required. Should you opt to keep the originals, you must present the originals and one copy of each certificate. Copies will be authenticated by the administrative secretary at the Health Practice Commission and the originals will be returned to the applicant.
- A copy of current malpractice insurance, liability insurance, **and** health insurance.
- Appropriate fees

Pursuant to Section 27A (4) of the HPL,

A practising licence shall not be issued to a registered practitioner unless the Council is satisfied that the registered practitioner has adequate malpractice insurance, liability insurance, other relevant insurance or indemnity cover obtained from an authorised insurer and approved by the Commission.

In accordance with subsection (2) or (2A) of the Health Practice (Amendment and Validation) Law, 2020,

Where an application for the renewal of a practising licence is made before the expiry of the practising licence but has not been dealt with by the relevant Council at the time the practising licence is due to expire, the practising licence continues in force until the application for renewal is dealt with; and any renewal in such a case shall be taken to have commenced from the day on which the practising licence would have expired but for the renewal..

Removal from the Registry

Pursuant to Section 27A (5) (6),

(5) If the name of a registered practitioner is removed from the register, any practising licence issued to him shall cease to be in force.

(6) If, for a period of not less than five consecutive years, a registered practitioner ceases to be in possession of a practising licence, the name of the registered practitioner shall be removed from the register, unless he applies to the relevant Council to be retained on the register and pays the prescribed fee.

The forms for renewal of a Licence to Practice with additional information can be obtained on the website at www.dhrs.gov.ky. You are ultimately responsible for providing the renewal documents and fees in a timely manner.

Notification of Changes

Pursuant to Section 30 (6) of the HPL, a registered practitioner shall notify the Council of-

- a) any change relating to his contact information or contact details;*
- b) any change in his registration or licensure in any other jurisdiction;*
- c) any conviction in any other jurisdiction of criminal charges or any proceedings relating to professional misconduct pending in relation to that person in the Islands or in any other jurisdiction occurring after registration;*
- d) any other material particular as the Council may require; or*
- e) any change in the scope of practice in the profession in respect of which he is registered,*

within such period as the Council determines but not less than fourteen days after the person has received notice of such matter, and the registrar shall, with regard to any change under paragraph (a), (b) or (d), amend the register accordingly.

The Council accepts no responsibility for documentation errors due to incorrect information, when the practitioner has not given timely notice of the necessary changes.

Offences

Practicing without a valid licence is a contravention of Section 27A (1) of the HPL, which states, "A registered practitioner shall only practice as a practitioner while in possession of a valid practicing license, issued by the Council in the prescribed form on payment of the prescribed fee to the registrar."

Further, Section 27A (7) states,

A person who:

- (a) Practices in contravention of subsection (1); or*
- (b) being a registered practitioner, practices without having adequate malpractice insurance, liability insurance, other relevant insurance or indemnity cover approved by the Commission,*

commits an offence and is liable on summary conviction to a fine of twenty-five thousand dollars.

Fee Schedule		
List	Period of Registration	Licensure Fees
Application Fee - All applicants except nursing students	Initial Registration	CI\$500.00 – One time, non-refundable fee
Principal	Practising license	<p>Fees for Doctors (Chiropractors, Optometrists, & Osteopaths (trained in the USA) - CI\$1600.00 every two years</p> <p>All other practitioners – CI\$1,000.00 every two years</p> <p>At initial registration, the fees shall be proportioned to the number of unexpired months in the relevant period based on the applicant's birth date, part of a month being calculated as one month.</p>
Provisional – (Non-Caymanians)	Practising license	<p>Fees for Doctors (Chiropractors, Optometrists, & Osteopaths (trained in the USA) - CI\$1600.00 every two years</p> <p>All other practitioners – CI\$1,000.00 every two years</p>
Provisional – (Caymanian, permanent resident and spouse of Caymanians)	Practising license	No fee
Institutional	2 years	CI\$1,200.00 every two years
Expedited Fees		<p>Emergency – \$ 1000.00</p> <p>Urgent – \$800.00</p> <p>Express – \$650.00</p>
Late Fee		<p>Principal list (renewal applications not submitted at least 28 days prior to expiry of practising license) – \$100.00</p> <p>Institutional & Provisional list (renewal applications not submitted at least 60 days prior to expiry of practising license) – \$100.00</p>

Schedule 6 Section 21 (1) Professions allied with Medicine

No	Profession	No	Profession
1	Acupuncturists	24	Medical Laboratory Technologists
2	Audiologists	25	Nuclear Medicine Technologists
3	Biomedical Scientists	26	Naturopathic Doctors
4	Chiropodists	27	Nutritionists
5	Chiropractors	28	Occupational Therapists
6	Counselors/Therapists	29	Ophthalmology Assistants/Technicians
7	Cytotechnologists	30	Opticians
8	Dialysis Technologists/Therapists	31	Optometrists
9	Dieticians	32	Orthoptists
10	Emergency Medical Dispatchers	33	Osteopaths (not trained in the United States of America)
11	Emergency Medical Responders	34	Paramedics
12	Emergency Medical Technicians - Basic	35	Phlebotomists
13	Emergency Medical Technicians - Intermediate	36	Physiotherapists
14	Forensic Scientists	37	Polysomnographic Technologists Level
15	Histotechnologists	38	Psychologists - Doctorate
16	Homeopaths	39	Psychologists - Master Level
17	Hyperbaric Medicine Technicians/Technologists	40	Radiographers
18	Kinesiotherapists	41	Respiratory Therapists
19	Laser Technicians	42	Social Workers
20	Massage Therapists	43	Speech Therapists
21	Medical Aestheticians	44	Surgical Technicians/Technologists
22	Medical Herbalists	45	Ultrasound Technicians
23	Medical Laboratory Technicians	46	Vascular Scientists/Technologists