

REMINDER - REGISTRATION RENEWAL AND CCP (DEADLINE MARCH 31, 2023)

03/20/2023

This is a reminder that the deadline of the registration renewal which includes the submission of your Continuing Competence Program is March 31, 2023 at 11:59 pm Atlantic Standard Time (AST). I encourage you to complete the renewal process earlier in case you need assistance.

Non-Compliance with Registration Requirements: After 11:59 pm AST on March 31, all members whose renewal (CCP learning plan, profile update, practice update and/or payment of fees) are past due will be suspended. **An Active Member or Temporary Member who has been suspended shall pay a reinstatement fee of \$452 in addition to the renewal cost of \$452.** On April 1, the Registrar informs the member's last employer on record that the member failed to renew their membership and that their membership is suspended.

How to complete your membership renewal?

- Connect to your [NBAD Member Account](#) by entering your User ID (the email address used for NBAD correspondences), and password, then click "Login".

- **New Security Feature for 2023 – Two factor authentication:** Once you are logged in, the system will send a security code to your email address. Enter the security code and click "validate" to proceed to the main page of your NBAD Member Account.

- Follow the steps described in the [Renewal Guide](#)

- If you are completing your registration renewal from your workplace, please be advised that network firewalls may interrupt the function of the Alinity database. Ensure that JavaScript is enabled and the Internet browser used is the current updated version. If you are experiencing technical difficulties completing your registration renewal from your workplace, try another Internet browser (Internet Explorer, Google Chrome, Firefox). You may be required to complete your registration renewal from another computer (i.e. personal computer or laptop).

Requirement for 2 learning goals resumes for 2023-2024 CCP submissions

Due to the impact of COVID-19, only one learning goal was required for the 2022-2023 CCP submission. The requirement for 2 learning goals has resumed for the 2023-2024 CCP submission.

Resignation or change in membership class

Should you not be planning on renewing your registration or you wish to change your status to the Retired Membership class, please contact the NBAD office immediately at registrar@adnb-nbad.com by submitting a written request before the March 31 deadline to avoid suspension due to non-compliance with registration requirements.

If you have any questions please reply to this email and I will be happy to assist you.

Carolyn Lordon, MSc, R.D.
Interim Registrar