




Corporation Permit Renewal - Frequently Asked Questions (FAQ)

Where do I go to begin my Corporations renewal?

You will receive an email notification from cpsreg-corp@cps.sk.ca that you are now able to renew your permit for the upcoming year.

The email will include two links for each corporation in which you hold voting shares.

1. **Start Renewal Process Link** will take you to the login page. Use this link if you remember your password from last year. Enter your username and password. Once you are logged in, you will be able to access the renewal button the “Click Here to Proceed to Renewal Page” from “Corporation Profile” in the top navigation bar.
2. **Reset Password Link** will redirect to our website for you to create a new password. Use this link if you cannot remember your password. After you have created your new password and are logged in, you will be able to access the renewal button the “Click Here to Proceed to Renewal Page” from “Corporation Profile” in the top navigation bar.

****Please note****, the renewal system will work best using the **Google Chrome Browser**  and using a **desktop computer** or **laptop**, versus a phone or tablet. It is recommended that you complete your renewal from a **home or personal computer**, rather than a Saskatchewan Health Authority or Cancer Agency Workstation, due to possible **firewall settings**.

How will I know what my password is for the new Online Renewal Site?

You will receive an email notification indicating when the Corporation Permit Renewal site is open. The email will contain two links. The second link will allow you to create a new password if you are new or if you do not remember your password. If you do however remember your password, you can use the first link to load the login page.

How do I unlock my account?

If you are having issues logging into your account, you can send an email to it.support@cps.sk.ca or call the College at 306-244-7355.

How will I know what my username is for the new Permit Renewal site?

Your Corporation Certificate number is your username and will be provided in the email. Please use only the numbers as your username.

What information will I need available to complete my corporation licensure renewal?

It will be helpful to have a copy of your Corporation Profile report from the ISC Corporations Branch to ensure that the shareholder information you are reviewing is correct.

You should also have a credit card available.

If you have added a trust or have made changes to (amended) the Articles of the Corporation, you will need to have that available on your computer to upload with your renewal.

What if I need to add a Trust or a Sub- Corporation to my Medical Professional Corporation?

You will need to answer “Yes” to either to the question “Since the Professional Corporation was registered with the College has a Trust been added?”, or to “Since the Professional Corporation was registered with the College has a sub-corporation as a shareholder been added?”.

Please refer to our Medical Corporations Renewal Guide for further guidance to add the Trust as a Shareholder and Sub-Corporation as a Shareholder.

How will I know if I have answered everything that is required for my renewal on the online system?

The renewal platform will notify you if you have missed a required field. Please refer to the Medical Corporation Renewal Guide for further details on how the system notifies you.

What if I have to stop part way through the renewal process?

You may save your corporation permit renewal at any point. You should scroll to the bottom of the last completed page and press “Save and Continue” to capture any answers you have provided.

You will need to log back into CPSS Website to continue where you left off. Please refer to the Medical Corporations Renewal Guide for further details.

How can I make a correction in my renewal after submission?

If you have submitted your renewal, you will not be able to return to make any changes. If you need to make a correction afterwards, please email cpsreg-corp@cps.sk.ca or call the College at 306-244-7355. Please have your Corporation Certificate number and submission number available.

What are the payment options for my corporation renewal licensure?

Within the Corporation Renewal System, you will have the option to select payment by:

- Visa or Mastercard
- Cheque

Note: If you pay by cheque, your renewal status will remain “incomplete” until the payment is received at CPSS and matched with the online permit renewal information. You will be issued a receipt for payment when your permit of corporation is issued.

How will I know my payment was received?

If there is any issue with your payment, the College will reach out to you directly.

When can I expect to receive my Corporation Permit from the CPSS?

When all requirements have been met for permit renewal and the Corporate Renewal Team has reviewed and approved your application, the CPSS will issue you an annual permit for the medical corporation and receipt electronically. These will come to you in separate emails.

What if I miss the deadline for renewal?

If your renewal has not been completed by December 15th, you will be charged a re-instatement fee of \$350.

Why is my deadline to complete different from my Permit Expiry Date?

Your Medical Corporation Permit expires on December 31, annually, however we require that your renewal is submitted no later than December 15, to allow the Corporate Renewal Team time to review and approve your application and issue you the annual permit for the coming year, in advance of your permit expiring.

How will I know if I successfully submitted my corporation licensure renewal?

When you have submitted the corporation permit renewal application, you will be taken to a confirmation page. Please ensure to keep a copy of your submission number and save or print this page for future reference.

Will I be able to print a copy of my completed Corporation Permit Renewal form for my records?

Currently, the application does not allow for printing of your renewal. If you would like to keep a record of your submission, you will need to print each window using your browser before proceeding to the next section.