

2026 Checklist

Preparing for 2027 Practice Permit Renewal



Set up your CADA portal access and review your profile

- ☐ If you haven't logged in to the portal since June, be sure to set up your access ahead of renewal. Go to the portal then click "Forgot your password?" to get started.

Once you're logged in, review and update your profile, including your current employment information.

[Review portal access support information](#)

[Access the portal](#)

Professional Liability Insurance (PLI)

- ☐ Renew your professional liability insurance. Have a copy of your **Dec 1, 2026–Dec 1, 2027**, PLI Certificate ready to upload in your renewal form.

[Review professional liability insurance requirements](#)

Patient relations learning requirement

If it's your first time renewing:

- ☐ Complete the Patient Relations **Full Module** in the Professional Practice Learning Centre.

Every year after:

- ☐ Complete the Patient Relations **Refresher** in the Professional Practice Learning Centre.

[Review patient relations learning requirements](#)

[Access the Professional Practice Learning Centre](#)

Competence requirements

- ☐ Complete and submit your 2025/2026 Learning Plan, including at least two completed Learning Activities. All registrants must complete this requirement, including new registrants, those who registered later in the registration year, and those on the Provisional Register.
- ☐ Start planning your 2026/2027 learning by completing the Self-Assessment and creating at least two Learning Goals in your 2026/2027 Learning Plan. Your 2026/2027 Learning Plan will be available through the renewal application when renewal opens in early October.
- ☐ Demonstrate current practice: Be ready to upload verification of at least 300 practice hours completed within the three years before renewal. Or be ready to confirm that you meet one of the substantial equivalence requirements in the renewal application.

[Review annual CCP requirements](#)

Complete the annual permit renewal form

- ☐ Log in to the portal, then choose Annual Renewal.

[Access the portal](#)

Fee and payment

- ☐ The permit renewal fee is \$225.00. Have a credit card ready to pay the fee in the permit renewal form.

Have questions? Need help? Email renewal@abrda.ca or call (780) 486-2526

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