



POLICY

Administration and Audit Rates Policy

Initial Approval: December 9, 2020

Effective Date: January 1, 2023

Table of Contents

RATES	1
Definition	1
Administrative & Audit Rates Payable	2
Establishment and Increases in Rates	2
Payment of Rates	2
Audit Penalty Rates	2
Payment of rates in arrears and Certificate of Practice renewal	2
Rates Rebate	2
Audit Rates	3
Breakdown of Audit Rates – Base Rate	4
Administrative Rates Schedule	4

The rates payable are set out in Schedule A to this policy.

RATES

Definition

1. **“certificate year”** means the time period for which a certificate of practice is issued for a particular class of Registrants.

Administrative & Audit Rates Payable

2. Administrative and audit rates, hereafter referred to as “rates or the rate”, refer to services provided by CPSM that fall outside the certificate of practice categories. Each Registrant when requesting or subject to these services must pay the rates applicable.

Establishment and Increases in Rates

3. The rates shown in this document will be reviewed annually by the Registrar. If deemed appropriate may, at a minimum, increase by an amount equal to the Manitoba Consumer Price Index to cover inflationary costs.

The Registrar may establish or set rates on an approximate cost recovery basis.

Payment of Rates

4. Rates are deemed to be a debt due to CPSM and must be paid in full on the due date stipulated on the invoice.

Audit Penalty Rates

5. In the event a Registrant fails to provide charts or provide reasonable notice, the Registrant will be levied the applicable audit fee shown in the chart below.

Payment of rates in arrears and Certificate of Practice renewal

6. A Registrant who is in arrears of rates payable may not be eligible to renew their certificate of practice until the outstanding amounts are paid in full.

Rates Rebate

7. Applications for a rate reduction, rebate or waiver must be made in writing to CPSM within the certificate year for which the rebate or waiver is sought. The applicant shall be solely responsible for providing such evidence as may be required by the Registrar in support of the application for rate or waiver rebate.
8. The Registrar is responsible to review and decide each application for rate or waiver rebate. Any reduction, rebate or waiver of rates are at the sole discretion of the Registrar.

TABLE A**Audit Rates**

Audit Program Area	Initial/Subsequent/Interactive	Audit Complexity	Rates*
Standards	Initial audit		Included in certificate of practice fee
	Subsequent Audit - If required within 5 (five) years of the initial audit	Low Medium High	\$410 plus expenses \$660 plus expenses \$810 plus expenses
	Interactive Audit (requires two auditors)	High	\$1,265 plus expenses
Quality** Improvement Program	Initial audit	NA	Included in certificate of practice fee
Provisional Registration	Initial Audit (to be paid at time of registration)	NA	\$410
	All subsequent audits	NA	\$410 plus expenses
	Interactive Audit (requires two auditors)	High	\$1,265 plus expenses
Complaints and Investigations	Audits resulting from a complaint/Investigation	NA	NA
	Subsequent Audits		Rates may apply

*Plus expenses is limited to travel or other ancillary costs required to perform the audit

** A Quality Improvement Audit which results in a referral to Standards would be classified as a "Subsequent Audit" under the Standards category and therefore would be subject to the associated rate.

TABLE B**Breakdown of Audit Rates – Base Rate**

Complexity Level	Resource Category	Resource Intensity	Expense by Resource	Total Cost
Low	Auditor (Physician)	2 hours	\$150/hr	\$300
	Administration resources	2 hours	\$55/hr	\$110
			Total	\$410
Medium	Auditor (Physician)	½ day	\$550	\$550
	Administration resources	2 hours	\$55/hr	\$110
			Total	\$660
High	Auditor (Physician)	½ day + 1 hour	\$550+\$150	\$700
	Administration resources	2 hours	\$55/hr	\$110
			Total	\$810
Interactive	Auditors (Physician x 2)	½ day	\$550 x2	\$1,000
	Administration resources	3 hours	\$55/hr	\$150
			Total	\$1,265

Administrative Rates Schedule**Administrative**

NSF Cheque Administration Rate	\$35
Use of the CPSM Seal	no charge
Refund and/or Rebate Administration Rate	\$25
Copying documents from a Registrant's file	\$25 plus GST \$0.25 /page (for photocopies)
Request for documents from a Complaints or Investigations file	Please call CPSM for an estimate (subject to GST)
Retrieval and scanning/copying of archived records	\$125 +archival retrieval & GST (and additional \$0.25/page for photocopies)
Certificate of Professional Conduct	\$100 plus GST (mail surcharge of \$5.00 per address)