

### 1. When is the annual registration and practice fee renewal period?

It starts December 01, 2020 and ends January 31, 2021. Agrologists Manitoba Bylaws require that fee renewal payments are received not later than **January 31, 2021**.

### 2. What is the 2021 Annual Registration and Practice fee?

The 2021 fee structure was passed at the May 05, 2020 Annual General Meeting.

Regulated Active Practice		Active/Non-practicing	
P. Ag.	\$400.00	Retired	0
Tech. Ag.	\$400.00	Affiliates	\$132.50
Agrologist-in-Training	\$345.00	Associates	\$132.50
<b>Late Fee (All Membership Types)</b>		<b>\$75.00</b>	

### 3. Will I get an invoice?

A PDF invoice will be sent by [accountant@agrologistsmanitoba.ca](mailto:accountant@agrologistsmanitoba.ca). You will receive a “reminder” email of fees a week before the start of the renewal period.

### 4. What are my payment options?

- Credit Card (VISA or MASTERCARD). To pay with a credit card, log-in to your member account at [www.agrologistsmanitoba.ca](http://www.agrologistsmanitoba.ca) using your email/username and your password.
- Cheque. Pay by cheque payable to Manitoba Institute of Agrologists. If someone else is paying on your behalf, please include your last name and registration number on the cheque.
- Telpay or Credit Union. Indicate your registration number and name to the payment. This is the only way we have of associating the payment to you.

### 5. Will I get a receipt?

- Online payments generate an automated official email receipt.
- Payment by cheque, telpay, or credit union—accountant will email receipts in two-three weeks’ time and after cheques have cleared.

### 6. What if I did not receive an invoice?

If you do not receive an invoice by email, contact [admin@agrologistsmanitoba.ca](mailto:admin@agrologistsmanitoba.ca) or 204.275.3721 before January 31, 2021. This will ensure you avoid a late fee.

### 7. What if my status has changed and I am no longer practicing agrology in Manitoba?

If you are no longer practicing agrology your registration status will change. If you know you will not be practicing in 2021 email [registration@agrologistsmanitoba.ca](mailto:registration@agrologistsmanitoba.ca) and provide the details. We will send you a “Declaration of Non-Practicing Agrology in Manitoba” that we will ask you to sign and return. This form ensures the Public Register is accurate and that it reflects you left practice “in good standing”.

**8. What if I am not sure I need to be registered?**

The best way to handle this is to call the office. Agrologists Manitoba will work with you or you and your employer to make sure the right decision is made. Our job is to know if registration is required. If it is, we will make sure you know why; if registration is not required, we will confirm that to you. Remember, registration is based on whether a person is practicing agrology, not whether an employer is paying your fees. Call 204.275.3721 or email us if you prefer.

**9. Can anyone else pay my annual renewal fee?**

Yes, third parties such as your employer can pay on your behalf. Payment can be made by credit card or by cheque. Make sure your name and registration number are indicated in the payment for tracking purposes.

**Whether your annual registration fee is paid directly by you or by the company or organization you work for is between you and the company. Every professional registrant has an obligation to ensure their annual registration and practice permit fee is paid and received by Agrologists Manitoba before the deadline to avoid penalties.**

**10. Is there a late fee if I don't pay on time?**

We commit time and money to following up on renewals that are not paid on time. We do this partly as a service to members and partly to ensure that anyone who is practicing agrology that we are aware of is registered – as is required in The Act. Therefore, a \$75 late fee will be added if your annual registration payment is not received by January 31, 2021. This is so that other members do not disproportionately bear the cost of the added time and expense of following up on late payments. The late fee may be reconsidered if a circumstance exists that is beyond your control and made on time payment impossible.

**11. What will happen if my fees are not paid on time?**

Your registration and membership will be deemed to have been forfeited and your registration will be suspended. We initially assume that you did not pay your fees because you are not practicing agrology in Manitoba. If we cannot get in touch with you as part of the follow-up procedure, your name will be removed from the public register of active members.

**12. What if I just let my registration lapse? Can I renew some other time?**

If you are practicing Agrology or wish to use the professional designation you must remain registered, otherwise you are carrying on unauthorized practice.

There are some circumstances where an exemption from registration may be possible under “The Agrologists Act”, but only Agrologists Manitoba may grant an exemption. If you wish to seek an exemption call 204.275.3721.

**13. What do I need to do to become reinstated?**

Email [admin@agrologistsmanitoba.ca](mailto:admin@agrologistsmanitoba.ca) and indicate your current situation. To place you back into active status, a “reinstatement” process is followed. The process includes application, payment of Annual Registration and Practice fee (including late penalty fee, if it applies), and a reinstatement fee.

**14. How does Agrologists Manitoba protect online renewal information including credit cards?**

We use a secure, well known platform to accept and process online payments to Agrologists Manitoba. The company provides payment, risk management, and authentication solutions to some of North America's leading companies and institutions. Financial data transmitted through the payment site is encrypted through an SSL certification process that keeps your credit card and payment information secure. The Agrologists Manitoba office does not directly handle or store credit card information and will not take your credit card payment over the phone.

**15. What are the fees for?**

Agrology is a regulated profession in Canada and in Manitoba. Agrologists Manitoba is the organization that regulates the Agrology profession in Manitoba. The system is called professional self-regulation and it replaces direct government regulation. The cost of regulation of a profession is paid by the members of the profession, not by the public through taxes (the Canada Revenue Agency does recognize your professional fees, read below).

Fees are to support meeting requirements of The Agrologists Act. Understandably a significant portion of the fees collected goes to the cost of human resources – the people in the office who do all of the tasks associated with regulating a profession in the public interest. One of the largest cost areas is related to registration. Other areas include support for Council and committees, support for Agrologists Canada, as well as normal office costs such as rent, developing and maintaining the web platform and data management system, and communication.

**16. Are my fees tax deductible?**

The Canada Revenue Agency recognizes professional membership dues required to keep a professional status recognized by law that were paid by you or for you as tax deductible if related to the work you do (for complete details consult the Canada Revenue Agency website: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)).

**OFFICE OPERATION DURING COVID-19 PANDEMIC**

The office remains closed until further notice to ensure we are adhering to public health guidelines and orders. All staff continue to work remotely to ensure the health and safety of our office team as well as potential visitors. Although staff are working remotely, providing high quality core service functions continues to be our priority.

- Staff are available and open to the public for business Monday to Friday, between 8:30 AM - 3:30 PM
- Staff can be contacted by phone at 204-275-3721

Email contact information:

- General administration and registrant care - [admin@agrologistsmanitoba.ca](mailto:admin@agrologistsmanitoba.ca)
- Deputy Registrar/Registration - [registration@agrologistsmanitoba.ca](mailto:registration@agrologistsmanitoba.ca)
- Executive Director/Registrar - [jim.weir@agrologistsmanitoba.ca](mailto:jim.weir@agrologistsmanitoba.ca)

Documents: Documents can be submitted electronically via email to the appropriate contact/department. Delays may be experienced in handling and processing documents that are mailed.

Provincial Council and Committees meet virtually.