
Policy: Resignation of Registration Policy

Policy Number: 1.19

Policy Type: Registration

Date Approved: May 28, 2026

Purpose

To establish a structured and transparent process for individuals who wish to resign or withdraw their registration from the organization/program while ensuring proper documentation and compliance.

Scope

This policy applies to:

- Registered members, participants, or license holders
- Employees or contractors (if tied to registration/licensing)
- Students or program enrollees (if applicable)

Definitions

- **Resignation of Registration:** A formal request to terminate an individual's active registration before its natural expiration.
- **Effective Date:** The official date the resignation becomes valid.

Policy Statement

Individuals may voluntarily resign their registration at any time by following the proper procedure. The organization will process requests fairly and within a reasonable timeframe.

Procedures

Submission of Resignation

- A written resignation must be submitted via:
 - Official form
- The request must include:
 - Full name
 - Registration number (if applicable)
 - Reason for resignation (optional but encouraged)
 - Requested effective date

Effective Date

- The resignation becomes effective on:
 - The requested date on the form submitted

Notification

- The CMLPSK office will notify the person that the resignation has been processed.

Letter of Standing Requests

- Registrants that are currently registered can submit a letter of standing request from CMLPSK to be sent to the regulated jurisdiction identified on their request.
- The Letter of standing request form includes a question that asks the registrant to identify if they intend to resign their CMLPSK registration.
- Letter of standing requests that indicate they are resigning their CMLPSK registration, must include their last date of work as a MLT In Saskatchewan.
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Fees and Refunds

- Registration fees are:
 - Non-refundable

Reinstatement

- Individuals wishing to re-register must:
 - Submit a new application
 - Meet current eligibility criteria
 - Pay applicable fees

Record Keeping

- All resignation records will be maintained in accordance with privacy and data retention policies

Additional Documents

1.19A Resignation of Registration Form

Document Control

Policy owner: Council

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Current version: May 28, 2026

Approved by: CMPSK council

Schedule Review: 2029