

# Annual Registration Renewal Policies (Renewal Deadline: DECEMBER 30, 2011)

(Reminder: December 31 will fall on the weekend)

## A. General Requirements (see Bylaw 53)

**1. Due Date:** The following is due at the College office on or before December 30 as December 31 will fall on the weekend:

- (1) registration renewal package including signed attestation (Form A) (online or paper) and all the information requested therein (including any updates to this information)
- (2) Continuing Competency Attestation (Form B) (online or paper),
- (3) renewal fee paid via cheque, online payment, or money order.

**2. Reinstatement:** The registrar must cancel the registration of a registrant who has failed to pay a renewal fee or another fee within the required time: see *Health Professions Act*, 21 (3). Registrants should also refer to Bylaw 53(3)(g) which requires payment of any "outstanding fees, levies or debts owed to the College".

**3. Possible Disciplinary Action:** Individuals who have been removed from the Register but continue to practice will be considered in violation of the *Psychologists Regulation* and the *Code of Conduct*.

**4. Annual Certificate:** Please see Bylaw 53(8). Registrants will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested for a fee from the College office. Bylaw 53(8) requires that current certificates be prominently displayed.

## B. Fees

**1. No Late Payments:** The College can accept cheques post-dated no later than December 30, as December 31 will fall on the weekend. Please see HPA s. 21(3)(b).

**2. Amount Due:** As noted above, Bylaw 53(3) paragraphs (g) and (h) require every registrant to deliver the amount of any outstanding fees, levies, or debts owed to the College, as well as applicable fees for renewal, in order to maintain registration. The full amount for renewal is due on or before December 30, as December 31 will fall on the weekend. The College does not accept or provide for payment plans.

**3. Returned Cheques:** Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. In addition, an administrative fee of \$50.00 will be charged. Registrants who fail to pay all fees owing by the deadline will have their registration cancelled as per HPA s.21(3)(b).

**4. Paying Online:** Registrants are invited to submit their renewal fees by using the online payment option of any of the following: Royal Bank of Canada, Scotiabank, Bank of Montreal, Toronto Dominion Bank/Canada Trust, HSBC, CIBC, or credit unions. Your invoice number is your four digit registration number. Follow the instructions of your online banking program, select the College of Psychologists of BC as your payee, and print off the receipt of your payment for inclusion with your renewal materials.

**C. Professional Executor** – Registrants are required to provide updated information regarding their professional executor, or to attest that information they previously supplied to the College remains unchanged.

## D. Supporting Documents

**1. Quality Assurance Committee Continuing Competency Program:** Registrants requesting a partial exemption from the Program's requirements due to parental leave, medical reasons, or disability must submit a letter from a physician.

**2. Out of Province:** Registrants placing themselves in the Out of Province category must submit documentation of their registration/ licensure to practice psychology by a regulatory body in the other jurisdiction.

**3. Non-Practicing:** Registrants moving into the non-practicing category for medical reasons should provide a physician's note.

**4. Moving to Active Practice:** Registrants who were non-practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to Active Practice.

## E. Changes/Additions to Information on the Renewal Form

**1. Change of Register Address:** Registrants should refer to HPA ss. 21(2) and 54(1), and Bylaw 50(3). An address for physical premises is required (i.e., post office boxes are not acceptable, except for rural addresses, in which case a registrant should provide both a land address and a post office box).

**2. Change of Address where Records are Kept or Change of Directory Address:** Registrants should indicate such changes in the space provided on the renewal form or online.

**3. Change of Name:** Registrants who have changed their legal name over the past year under the *Name Act* must provide the College with their full legal names for inclusion on the Register. The College may request supporting documentation. Registrants who have adopted new professional, business, or trade names, as a result of marriage or otherwise, must also provide these names the College, exactly as spelled or punctuated in actual use.

### 4. Change of Registration Category:

a) Registrants moving categories must provide supporting documentation as above in Section D.

b) Registrants wishing to remain in the Non-Practicing category beyond the current two-year limit should submit a written request to the College. All registrants who were Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to active practice.

c) Registrants seeking to move from the Retired category to active practice should make a written request to the Registration Committee. The Committee will review the registrant's length of time away from active practice, current competence, and fitness to practice in evaluating the request to resume active practice.

**5. Change of Credentials:** Registrants who are currently registered at the master's level and wish their registration status to reflect a recently-acquired doctorate degree must make a written request to have the doctorate reviewed by the Registration Committee. The request must include an original transcript sent directly to the College by the degree-granting institution. The doctorate degree will be reviewed according to current registration criteria (available on the College website under "Applying for Registration").

**6. Change of Area of Practice:** Registrants should refer to Bylaw 52, and *Code of Conduct* Standard 3.3. Competence to practice in an area requires a combination of training, education, and experience. Requests to change or add an area of practice will be reviewed by the Registration Committee and registrants may be asked to submit documentation to support the change.