

College of Psychologists of British Columbia Renewal 2010 "Form C"

Professional Executor Designation Declaration Form

Please check one or more of the following declarations and sign below. This declaration applies to practice records, meaning records relating to any psychological services provided to clients, including test results, but not to research data or research results. Definitions and the decision-tree are on the back of this sheet.

Private Practice (ownership of records)

[A] I am or was in private practice in BC, and have ownership of records. I have named a professional executor who is a registrant of this College.

Name of Executor: _____ CPBC Registration Number: _____

[B] I am registered in the Out of Province category and was formerly in private practice in BC, and have ownership of records for work done in BC. I have named a professional executor who is a registrant of this College.

Name of Executor: _____ CPBC Registration Number: _____

Institutional Practice (no ownership of records)

[C] I have or was in an institutional practice in BC, and I have or had responsibility for records, but not ownership. I have made arrangements within the institution to ensure continuity of care and/or access to information in the event of my incapacity or death.

Name of Institution: _____

Address of Institution: _____

Name of Contact at Institution: _____

Contact's position: _____ Contact's telephone number: _____

[D] I am registered in the Out of Province category or practice exclusively outside of BC and formerly had an institutional practice in BC, and I had responsibility for records, but not ownership. I made arrangements within the institution to ensure continuity of care and/or access to information in the event of my incapacity or death.

Name of Institution: _____

Address of Institution: _____

Name of Contact at Institution: _____

Contact's position: _____ Contact's telephone number: _____

Other Practice (no ownership or responsibility for records) [if none of the above apply]

[E] I have no records over which I have responsibility or ownership, and therefore request an exemption from the requirement to name a professional executor with respect to my work in British Columbia. I understand that the College may follow up with me to verify this information.

Position: _____ Name of Employer or Institution: _____

 **AFTER CHECKING AT LEAST ONE OF THE ABOVE BOXES PLEASE SIGN BELOW:**

Registrant's Name (PLEASE PRINT)

CPBC Registration Number

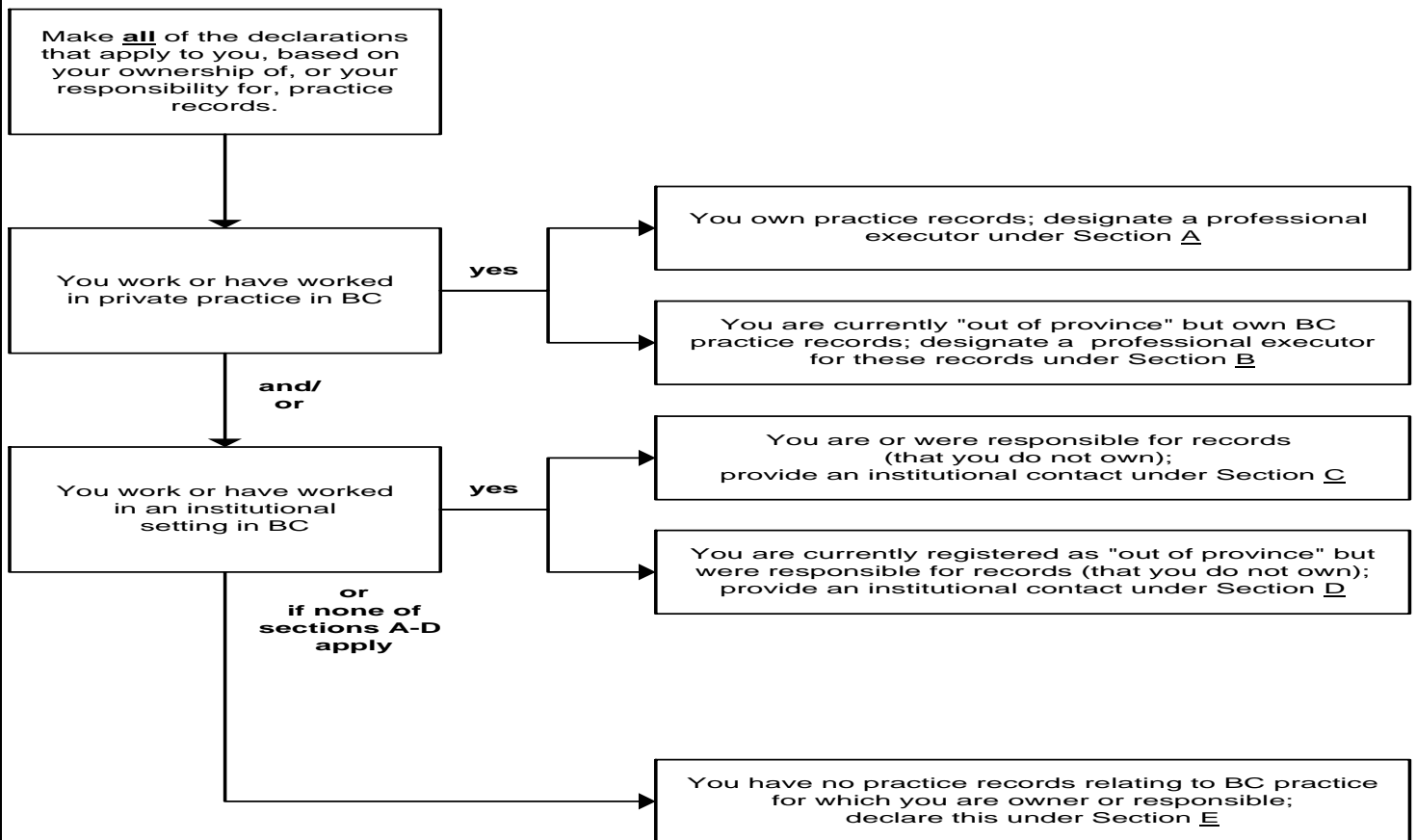
Registrant's signature

Date

Declarations apply to practice records, meaning records relating to any psychological services provided to clients, including test results, but not to research data or research results.

DEFINITIONS: PRIVATE PRACTICE, INSTITUTIONAL PRACTICE, OWNERSHIP, CARE AND/OR RESPONSIBILITY FOR PRACTICE RECORDS . The College recognizes that psychologists often work in more than one setting, including private practice and institutional settings. Registrants are obligated to maintain practice records which document their professional work (Code 13.6 and 13.7) and have a duty to provide client access to records (Code 6.12). Registrants must maintain records for at least seven years (Code 13.1), and in some cases longer (Code 13.4). Registrants may, however, maintain records in circumstances where their institutions retain ownership, with responsibility for records to pass from registrants to others within or designated by the institution. For the purposes of this form:

- Registrants are, or have been, in **private practice** insofar as they have ownership of practice records. For purposes of this declaration, ownership arises when a registrant has an enforceable right to retain possession of practice records.
- Registrants are, or have been, in **institutional practice** insofar as they do not have ownership of practice records, but they have, or had, responsibility for practice records, including maintaining, retaining, securing, or otherwise having care or control over practice records to any significant degree.
- Registrants are in **neither private nor institutional practice** insofar as they hold exclusively administrative institutional positions, or positions which otherwise lack significant responsibility for practice records. While teaching and other activities do fall within the practice of psychology, the naming of a professional executor requirement addresses **client access to practice records**.



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