

REGISTRATION RENEWAL 2024

A. General Requirements (see Bylaw 51)

1. Due Date: The following is due at the College office on or before December 31*:

- (a) online renewal form including signed attestation and all the information requested therein (including any updates to this information).
- (b) renewal fee paid via cheque, online payment, or money order.

**Online payments and forms can be completed up to and including the deadline of the 31st. We encourage all registrants to complete the payment process electronically.*

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 s. 21 (3). Registrants should also refer to Bylaw 52(1)

(c) 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 55(4). Registrants will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested on the renewal form, for a fee. Bylaw 55(4) requires that current certificates be prominently displayed.

B. Fees

1. No Late Payments: The College can accept cheques post-dated no later than December 31 of this year. Please see HPA s. 21(3)(b). Online payments must be made no later than December 31st 2023. Registrants may be required to provide evidence that a request for an online payment was made on or before that date.

2. Amount Due: As noted above, Bylaw 51(2) paragraphs (b) and (c) require every registrant to deliver the amount of applicable fees for renewal as well as any outstanding fees, levies, or debts owed to the College in order to maintain registration. 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 bill pay 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 your records.

C. Professional Executor

As per Bylaw 51(2)(d) Registrants are required to provide a declaration of confirmation of the appointment of a professional executor and any updated information with regard to their professional executor at renewal

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D. Moving Into the Non-Practising Class of Registration at Renewal or Reinstating to Active Practice as of January 1st.

1. Out of Province: Registrants placing themselves in the Non-Practising (Out of Province) class must submit documentation of their registration/ licensure to practice psychology by a regulatory body in the other jurisdiction.

2. Reinstating to Active Practice from Non-Practising:

Registrants who were non-practising due to medical reasons and wish to move into an active practice class must submit documentation attesting to their readiness to resume the practice of psychology.

Applicants for reinstatement will be required to submit verification of licensure / registration for any jurisdiction in which they are currently or previously registered. This includes non-practising registrants who were temporarily on parental or medical leave.

Applicants for reinstatement will be required to attest that they've been in compliance with all continuing competency program requirements for any calendar year ending between the date of their previous active registration and the date on which they are seeking to resume active practice. Out of Province registrants may meet the requirements by completing equivalent activities in their home jurisdiction. Depending on the length of time away from practice, additional information may be required regarding continuing competency activity.

In circumstances where a non-practising registrant has not fully met the continuing competency program requirements prior to reinstatement, the Registration Committee can consider reinstating the registrant to active practice as a Temporary (Supervised) registrant provided the registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan.

Non-practising registrants should carefully plan their return to active practice by ensuring that they've fulfilled their continuing competency activities for the year(s) of inactive practice prior to the date on which they wish to return.

E. Changes/Additions to Information on the Renewal Form

1. Change of Register Address: Change of Register Address: Registrants should refer to HPA s. 21(2) and 54(1), and Bylaw 55.3. An address for physical premises is required.

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.

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 to the College, exactly as spelled or punctuated in actual use.