

Non-Standard Application FAQ

What constitutes a non-standard application for registration?

All applications for registration are different, so there is no hard and fast rule to define a non-standard application. The following is a non-exhaustive list of examples where an application for registration may be considered non-standard:

- **Applications from internationally-educated applicants.** A review of an applicant's educational background is reviewed by an Application Assessor (a member of the Registration Committee in the profession to which an applicant is applying) against the education requirements set out in the College Bylaws [CHCPBC Bylaws s. tbd]. The Application Assessor may recommend to the Registrar that the applicant meets the educational requirements for registration, or may find that the requirements are not met or are not clearly met, in which case the application may require review at a Registration Committee meeting.
- **Applications from audiology graduates who are applying to become RHIPs.** A review of an applicant's educational background is reviewed by an Application Assessor (an RHIP member of the Registration Committee) against the Bylaws. The Application Assessor may recommend to the Registrar that the applicant meets the educational requirements for registration, or may find that the requirements are not met or are not clearly met, in which case the application may require review at a Registration Committee meeting.
- **Applications for RHIP registration where the applicant is seeking an exemption from the supervised clinical practicum requirement based on previously gained experience, knowledge, skills, and abilities** (pursuant to the Bylaws). In some cases, an Application Assessor (an RHIP member of the Registration Committee) reviewing an application can recommend to the Registrar that an exemption be granted, but in other circumstances a review by the Registration Committee may be required.
- **Applicants who may need to provide further information relating to their fitness to practise** due to:
 - Information provided by the applicant during the application process

- A criminal record that suggests an underlying health issue (e.g. a substance use disorder)
- Past or current proceedings with another regulatory body in relation to a health concern
- Information contained within the character references provided in support of their application
- Requests for examination accommodations due to a health concern that may impact the applicant's ability to practise safely and competently.
- **Applicants who may need to provide further information relating to their recency of practice / practice competency** due to:
 - Applicants who do not clearly meet the "recency of practice" requirement for registration because they graduated from their program more than three years ago and cannot demonstrate they have practised their profession for at least 750 hours during that time.

What constitutes a non-standard application for certification?

All applications for certification are different and may require a preliminary assessment by the Quality Assurance (QA) Committee, so there is no hard and fast rule to define a non-standard application. The following is a non-exhaustive list of examples where an application for certification may be considered non-standard:

- Verification of Certified Practice (CP) supervisor qualifications is required.
- The sequence of reported practical learning activities is atypical.
- Frequency and type of clients utilized during practical learning activities are atypical.
- Applications involving an extension of completion of a certification program previously granted.
- Historical clinical experience of the applicant is atypical.
- Applicants who may need to provide further information relating to:
 - Fitness to practice
 - Good character
 - Recency of practice / practice competency

Will I be informed if my application is considered non-standard?

If CHCPBC requires more information for your application, and your application requires review by the Registration Committee, College staff will inform you and will explain why your application is non-standard.

If CHCPBC requires more information, or my application requires review by the Registration Committee, how long will it take for my application to be approved?

CHCPBC endeavours to process all applications in a timely manner. However, in some cases it may take several months to obtain all of the relevant information and have the Registration Committee (and potentially the Quality Assurance (QA) Committee regarding an application for certification) consider an application.

Whose responsibility is it to obtain additional information for a non-standard application?

While CHCPBC staff may provide suggestions as to what information the Registration Committee will require in reviewing an application, ultimately the onus is on the applicant to provide evidence that they meet the requirements for registration.

When does the Registration Committee meet?

Depending on the nature of an application, it may require review by the full Registration Committee, or a profession-specific panel of the Committee. Panels consist of two professional members and one public member. Applications for registration from internationally-educated applicants are always considered by a panel.

Typically, non-standard application volumes require that the Registration Committee meet as follows:

- **Full Committee:** Quarterly
- **Speech-language Pathology Panels:** Bi-monthly
- **Audiology Panels:** Quarterly
- **Hearing Instrument Dispensing Panels:** Quarterly

During the application process, CHCPBC staff will advise applicants of the next relevant Committee (or panel) meeting, and the deadline for providing information to support their application for that meeting.

What are the possible outcomes for a non-standard application?

The Registration Committee may deliver one of the following outcomes:

- Grant registration or certification
- Grant registration subject to certain terms, limits, or conditions, if the applicant falls into one or more of the categories specified under sections 20(2.1) and 20(3) of the *Health Professions Act*
- Request that an applicant provide further information for their application
- Deny registration or certification

Applicants will always be notified of the Registration Committee's decision in writing.

Are there additional fees for non-standard applications?

No, CHCPBC does not charge additional fees to process applications identified as non-standard. However, applicants will be responsible for any costs incurred in providing the required additional information to the College in support of their application.

I think my application may be non-standard – what should I do?

If, based on the examples set out above, you think your application may be non-standard, CHCPBC encourages you to submit your application as soon as possible, given it may take additional time to be processed.