



<p><b>Policy Title:</b></p> <p><b>Certified Practice Certificate Renewal</b></p>	<p><b>Replaces former policy:</b></p> <p><input checked="" type="checkbox"/> Title: CSHBC Registration and Certification Renewal Requirements</p> <p><input type="checkbox"/> N/A</p>
<p><b>Applies to:</b></p> <ul style="list-style-type: none"> <li>• <b>Audiology</b></li> <li>• <b>Hearing Instrument Dispensing</b></li> <li>• <b>Speech-Language Pathology</b></li> </ul>	<p><b>Date Effective:</b> 2024-06-28</p> <p><b>Last Update:</b> Select date</p>
<p><b>Contact:</b> Name of Policy Owner</p>	

## Policy Statement:

Certified Practice (CP) certificates issued to Registrants of the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology in the registration class of Full (“Registrants”) must be renewed every three years.

CP certificates are not automatically renewed as part of the registration renewal process; a Registrant is therefore responsible for renewing any expiring CP certificate, making the applicable declarations and paying the CP certificate renewal fee. Once renewal is complete, a CP certificate is valid for another three years.

If a CP certificate is not renewed prior to the March 31 renewal deadline, that certificate is cancelled as of April 1.

A Registrant who fails to renew their CP certificate(s):

- Must cease engaging in the relevant certified practice(s), as continuing to perform such activities would constitute unlawful practice; and
- Must not indicate that they hold any certificate that has expired.

A Registrant may reinstate their cancelled CP certificate(s) during the 30-day reinstatement period (April 1–30). A reinstatement fee will apply for each CP certificate, in addition to the CP certificate renewal fee. A registrant with an expired CP certificate is not legally entitled to perform that certified practice in B.C. until they have received notification that the College has approved their reinstatement application.



An application for CP certificate reinstatement received more than 30 days after the certificate was cancelled will not be accepted. As of May 1, a Registrant must reapply for any CP certificate that has expired.

## 1. Policy Rationale and Purpose:

The purpose of this policy is to provide clear and concise language regarding failure to meet the Certified Practice certificate renewal or reinstatement requirements.

## 2. Policy Scope:

This policy applies to Registrants of the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology in the registration class of Full who hold Certified Practice certificates.

## 3. Legal Authority:

- *Health Professions Act*
- Speech and Hearing Health Professionals Regulation
- *Declaration on the Rights of Indigenous Peoples Act*
- CHCPBC Bylaws, Schedule 10, Part 2

## 4. Key Partnerships:

N/A

## 5. Definitions:

N/A

## 6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

## 7. Resources/References:

- Standards of Practice: Attaining & Maintaining Practice Competence
- Professional Standards: Certified Practice & Above Entry-Level Practice



<b>Reviewed by the Board on:</b>		Select date	<input checked="" type="checkbox"/> N/A
<b>Reviewed by the Registrar/Deputy Registrar on:</b>		Select date	<input type="checkbox"/> N/A
<b>Date Approved</b> Select date	<b>Approved By</b> <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Name of Committee</i> ) OR Name <i>Full Name</i> Title <i>Title</i>		
<b>Date Effective</b> Select date	<b>Revision history</b>	<b>Last Updated:</b>	Select date
<b>Next Review</b> Select date		<b>Previous Update:</b>	Select date
<b>Drafted by:</b>		Name <i>Name</i>	Title <i>Title</i>



# Appendices

## Appendix A

### Certified Practice Certificate Renewal and Reinstatement

In accordance with Schedule 10, 6.0 of the CHCPBC Bylaws (the “Bylaws”), a Registrant must do the following to renew a CP certificate in advance of its expiry date:

- Submit an online application for renewal of the CP certificate.
- Declare, as part of their online application, that they continue to provide the services authorized by the CP certificate and can supervise a CP certificate trainee if required.
- Pay the CP certificate renewal fee(s).
- Provide evidence of having met the four–Continuing Competency Credit (CCC) requirement applicable to each certificate, as set out in the *Attaining & Maintaining Practice Competence* standard of practice.

To be eligible to reinstate an expired CP certificate, a Registrant must:

- Meet the requirements for CP certificate renewal under Schedule 10, 6.0 of the Bylaws, as described above.
- Pay the CP certificate reinstatement fee in addition to the CP certificate renewal fee.

### Unlawful practice

Any Registrant performing activities that fall under the scope of a CP certificate who does not hold that certificate is engaging in unlawful practice.

The College takes instances of unlawful practice and unlawful use of title very seriously; anyone engaging in these activities will be subject to disciplinary action.

### Registrant Responsibilities

As set out in Schedule 8, 12.5 of the Bylaws, the College must notify Registrants no later than January 31 of the renewal fee due by March 31, and of the consequences of late or non-payment of the renewal fee.



As a courtesy, the College may distribute renewal reminders to Registrants. However, it is a Registrant's professional and legal responsibility to ensure they renew on time.

Pursuant to Schedule 17, 4.4 of the Bylaws, Registrants are responsible for immediately notifying the College, via the online portal, of any changes to their contact information. The College is not responsible for any non-delivery of communications, including renewal reminders, due to an unreported change in contact information.