



Chronicle

College of Psychologists of British Columbia

NEWS AND INFORMATION FROM THE COLLEGE OF PSYCHOLOGISTS

Double Issue 2023

Letter from the Chair of the Board

Dear Colleagues,

As I reflect on the past year, it is clear that the pressures and challenges placed upon health professionals and the public they serve have only grown. In particular, mental health services are increasingly highlighted in the media and in political discourse as being significantly under-resourced. British Columbians rightly are concerned that they may not receive appropriate and timely mental health services when they need them. From my position as Chair of the College, I am proud to witness that psychologists are leading the way in exploring new ways of providing mental health services in the public system, and that registrants from all areas of practice are working hard to meet increasing demands with continued safe and effective, evidence-based services. I thank all of you for your efforts.

Typically, the fall Chronicle includes information about elections for Board positions which may be coming open. This year, the Minister of Health has approved changes to the College of Psychologists Bylaws which extend the terms of all sitting Board members for one year, and therefore elections are not necessary. This has been done to provide for those elected board members holding terms which expire on December 31, 2023, to continue to serve as elected board members for the limited

time remaining until amalgamation and allow for ongoing experienced and informed governance in the final meetings of the CPBC Board. Registrants will already know that the Minister approved changes to the Health Professions Designation and Amalgamation Regulation in July which will amalgamate the College of Psychologists and several other health profession regulatory colleges into a single college on June 28, 2024. Past that date, the CPBC Board will no longer exist.

Since July, Dr. Andrea Kowaz and College staff have been actively engaged in planning for that amalgamation. That planning is under the direction of Mr. Allan Seckel K.C., who was appointed by the Minister of Health and provided with the powers of the college boards on matters related to amalgamation. Regular and frequent meetings are anticipated, and the Board appreciates that College staff are making this contribution despite having to continue to meet the ongoing and constant demands of their existing roles. The College will provide registrants with as much information in as timely a manner as possible regarding the amalgamation. Please be assured that every effort will be made to make the transition as seamless and least disruptive as possible for registrants.

Registrants should know that section 25.07(1) of the HPA provides for all registrants of the college, Registered Psychologists and soon to be Licensed School Psychologists, to be deemed as registrants of the new amalgamated multi-profession college. This edition of the Chronicle does include information about the upcoming registration renewal, and I encourage everyone to refresh their understanding of the requirements for renewal provided in the following pages.

Work is well underway to ensure that current members of the BC Association of School Psychologists (BCASP), who have met the November 1, 2023 application deadline and who meet all applicable registration criteria, will be able to complete registration requirements to become Licensed School Psychologists prior to the new regulations coming into effect. These regulation changes remove the exemption for non-registrant use of the title "school psychologist" and require all school psychologists to be registrants of

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COLLEGE BOARD
<i>Lisa J. Seed, Public Member (Chair)</i>
<i>Rishi Bhalla, Registered Psychologist (Vice-Chair)</i>
<i>Cathy Costigan, Registered Psychologist (from July 6, 2023)</i>
<i>Kenneth Cole, Registered Psychologist</i>
<i>Henry Harder, Registered Psychologist</i>
<i>Sandra James, Public Member</i>
<i>Marlene Moretti, Registered Psychologist (until July 6, 2023)</i>
<i>Amritpal Shergill, Registered Psychologist</i>
<i>Ingrid Sochting, Registered Psychologist</i>
<i>Alexis Thuillier, Public Member</i>

Letter from the Chair of the Board continued from page 1

CPBC after May 1, 2024. The changes also establish the restricted activities of psychology diagnosis and school psychology diagnosis for registered psychologists and school psychologists respectively. Only registrants of the College of Psychologists of British Columbia may make a psychology diagnosis or a school psychology diagnosis after May 1, 2024. The College is proud to undertake to regulate the practice of school psychologists, and respects the essential role school psychologists play as providers of primary mental health care to clients within learning settings as well as the complexity of their work as consultants to school systems, school staff, and parents and others.

I also encourage registrants to review the content in the following pages regarding available online workshops and presentations on important topics. As we enter into the fall, registrants who are considering how to complete their CCP requirements prior to renewal are encouraged to consider including these workshops and presentations in their plans if they have not previously reviewed them. A new addition this year is the recording of the June 15th, 2023, workshop Clinical Supervision: Competence, Professional Standards, and Practice, sponsored by the College of Psychologists of BC and offered by Dr. Carol Falender. In this program, multiple aspects of the practice of competency-based clinical supervision are described through the lens of the supervisor's responsibilities and adherence to professional standards.

Lastly, registrants will be interested in the information provided in the Practice Support Corner regarding the importance of maintaining accurate and up-to-date practice records. This content is informed by the decades of work of the Inquiry Committee and staff in regulating the profession, and includes a draft checklist which is intended, as are the many other CPBC Practice Support checklists, to provide general guidance to assist registrants in identifying issues and options that should be considered, and implementing strategies to address issues, resolve problems and improve practice. Please review this new draft checklist and feel free to provide your feedback on the checklist to the College using this link: feedback@collegeofpsychologists.bc.ca.

In closing, I want to again thank registrants for continuing to provide much needed mental health services to the British Columbia public, and indeed to welcome those new registrants, both R.Psych. and soon to be Licensed School Psychologists, to the College and thank them for choosing to join this profession.

Respectfully yours,

Lisa Seed
Chair of the Board

PROFESSIONAL EXECUTOR

As per *Code of Conduct* Standard 14.6, making provisions for practice records is a requirement of all registrants. When someone is called upon to act as a professional executor, he or she is expected to take over the care and management of files that someone else has created, and to be responsible for their secure storage and accessibility in the same way as they are responsible for files they have created themselves.

As more professional executors have found themselves called upon to provide the services to which they have agreed for indisposed or deceased colleagues, it has become apparent that careful thought on the parts of both the designating registrant and the professional executor is required to facilitate a smooth transition of record management for all concerned.



As registration renewal approaches **the College strongly recommends** that all registrants consult with their professional executor to review this requirement and the information necessary to fulfill their role. You may find it helpful as part of this consultation to review with your professional executor the checklist on professional executors, which may be found [here](#).

RENEWAL 2024

The renewal process will start mid-November. Please ensure that the College has your current email on file as all renewal information and correspondence will be sent electronically. Detailed instructions and FAQs on how to log into the registrant portal, complete the online form and submit payment will be sent via email. This information will also be posted on the College website. Please take the time to review these materials to avoid errors and delays.

In order for your renewal to be complete, both form and payment must be received at the College by December 31, 2023. Registrants are encouraged to use electronic payment to pay their renewal fees. This ensures that your payment will not be impacted by seasonal or other delays in mail delivery. Credit cards are not accepted. Be sure to contact your professional executor to confirm their agreement to serve in this role before you renew. See the article in this edition of the Chronicle for more information regarding this requirement. We invite you to contact the College if you have questions by going to <https://collegeofpsychologists.bc.ca/contact/>.

The renewal period is a very busy time for the College and your patience is appreciated. As in previous years, the College will have dedicated times and days throughout renewal to receive your phone call should you have questions or require assistance. These details will be included in the renewal information email which you will receive next month.

REPORT ON THE QUALITY ASSURANCE COMMITTEE'S ANNUAL AUDIT

The Quality Assurance Committee (QAC) conducted its random audit of registrants' Continuing Competency Program (CCP) activities for the 2022 practice year in March. Approximately five percent (5%) of all active registrants were sampled. The Committee followed up with several registrants seeking additional information to allow the Committee to make a determination regarding whether program compliance had been achieved. A large majority of registrants were found to have met or exceeded the CCP requirements. A small number of registrants were found to have deficiencies and have been directed to undertake remedial activities.

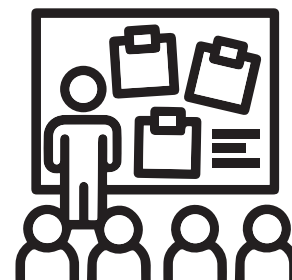
Registrants are reminded to document their activities in a way that clearly demonstrates compliance with the program. A sample completed log sheet, which demonstrates basic recording requirements, may be found [here](#). Registrants are also encouraged to review the Continuing Competency Program Requirements document to ensure their activities meet the program requirements. The CCP Requirements document may be found [here](#), and a blank log sheet may be found [here](#).

AVAILABLE ONLINE WORKSHOPS

A reminder to registrants that several resources are available to all registrants through the registrant portal, including workshops and presentations on important topics. As we enter into the fall, registrants who are considering how to complete their CCP requirements prior to renewal are encouraged to consider including these workshops and presentations in their plans if they have not previously reviewed them. Some of the workshop offerings are described here:

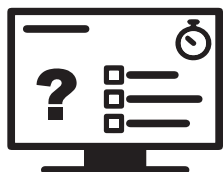
CLINICAL SUPERVISION WORKSHOP

In response to requests from registrants who were unable to attend the full day, June 15th workshop Clinical Supervision: Competence, Professional Standards, and Practice, sponsored by the College of Psychologists of BC and offered by Dr. Carol Falender, a recording of the workshop is now available online. In this program, multiple aspects of the practice of competency-based clinical supervision are described through the lens of the supervisor's responsibilities and adherence to professional standards. Registrants may access the recording by using this [LINK](#) to register. The fee is \$250 and instructions for how to make payment are located on the registration page.



THE SELF-CARE NECESSITY WORKSHOPS

In the fall of 2020, the College sponsored two workshops entitled The Self-Care Necessity: Understanding and Application. Working as a psychologist can at times be challenging, demanding, and stressful. With some clients, it can even be traumatizing to the clinician. The strains and uncertainties of the pandemic added their own unique pressures. Self-care and the prevention of burnout are essential for every psychologist. Part I of this workshop series looks at what self-care is and why it matters, addressing the integral connection to ethical and regulatory obligations, competence, and clinical effectiveness. Risks for both psychologists and their clients when clinician self-care is not effectively addressed are reviewed, as well as the concepts and research on distress, burnout, and vicarious traumatization. Part II of this series reviews the ethical obligation to tend to self-care, and presents ways to assess our own individual self-care needs and effectiveness, as well as specific strategies for the effective practice of self-care.



Important issues such as personal and professional challenges, vulnerabilities, and blind spots that can limit our ability effectively to implement an ongoing self-care plan are addressed. The fee is \$250 for both Parts 1 and 2 (\$150+\$100 – discount given for both is reflected in the fee for Part 2), and instructions for how to make payment are located on the registration page. The Registration page for Part 1 may be found [here](#). Completion of Part 1 is required to access Part 2.

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NEW REGISTRANTS SINCE LAST CHRONICLE

as of October 19 2023

Ailon, Eileen
Aujla-Sidhu, Parveen
Ballard, Meriel
Barlow, Ashley Anne
Barrack, Carmen Cindy
Barva, Charlene J.
Bat El, Tamar
Becker, Sarah
Bettcher, Jaylene
Bihari, Joanne
Bonin, Michel
Boss-Bischoff, Shelly Ann Marie
Buksh, Seema M.
Butler, Sean Michael
Capyk, Stephanie
Chan, Sarah
Christensen, Verlyne
Clegg, Daniel
Cortes, Liliana
Cruikshank, Leanna
Dauphin, Melanie
Dawson, Samantha Jane
DiGiacomo, Alessandra Franca
Duggan, Bryan
Elder, Gavin
Eslami, Hossein
Fay-McClymont, Taryn
Forbes, Elizabeth Nell
Gierc, Madelaine
Gissi, Jessica Alexandra

Glazier, Bri
Gustin, Kate
Hall, Zoila Carolina
Hannan-Leith, Madeline Naomi
Hill, Rosalynde Shellie
Ho, Hilda S.W.
Holland, Sarah
Hou, Sharon Hsiao-Jung
Huang, Sinica
Hutchinson, James Gordon
Jones, Hillary
Karseboom, Shirley Ann
Kavin, Danielle
Keaschuk, Rachel Alexandria
Khan, Aamer Afzal
Korva, Natasha
Lafleur, Louis-Philippe
Laplante, Christian
Law, Ada K.
Leitner, Damian William
Lewis, Mark Wade
Lisaingo, Simon
Macaulay, Helen Louise
Makela, Kimberley Dawn
Martel, Marie-Eve Emilie
Martinovich, Vincenza Virginia Alba
Matos, Paulo Daniel
McGinnis, Charlotte
Mianji, Fahimeh

Mintz, Carey Dawn
Mullen, Dayna Valerie
Muth, Carissa
Ngo, Christine Lam
Noble, Lisa
Oates, Jacqueline
Pierce, Benjamin Gregory
Rempel, Jesse Paul
Rnic, Katerina Natalie
Rozworska, Karolina Anna
Rukavina, Rosemary T.
Schuberth, David Andrew
Shackleton, Delaine Ariele
Shay, Matthew
Shields, Duncan M.
Shipowick, Dene Richard
Shumlich, Erin Jelaine
Silveira, Kristen Grace
Stapleton, Jaclyn
Swingle, Mari K.
Tobin, Alice Victoria
Tomini, Brenda Ann
Torpey, Stephenie
Turcotte, Kara
Turnbull, Laura
Upshaw, Jennifer
van der Tempel, Jan
Van Domselaar, Theresa
Wilder, Lana
Williams, Jaime Lynn

The College's online directory is the most up to date resource for information regarding registration status, date of initial registration, highest degree as well as other information about our registrants. If you require official confirmation of your own or another registrant's status on the register, please contact the College in writing.

IN MEMORIAM

The College was made aware of the death of the following registrants:

Cochrane, Gordon John David #0887

Dietrich, Anne Marie #1603

Kramer, Edwin Arthur #1037

Patenaude, Renee Lili #1487

Wilson, C. Scott #0711

Practice Support Corner: Record Keeping Issues and a Draft Checklist

There are many important reasons to create and maintain full and accurate practice records. For the registrant who created the record, their notes are an aide-memoire of what occurred during a treatment session or interview, but records are not just for the registrant who created them. Records may be necessary for continuity of care should the registrant be unable to continue providing professional services, or in the event the client chooses to obtain services from another healthcare provider. Clients are also entitled to request a copy of a registrant's practice record. They may need information related to the treatment they received or their mental health status at a particular point in time, or they may desire a copy of the record for some other purpose (see Standards 6.12 and 6.13 of the *Code of Conduct*).

For registrants, detailed records are an important part of risk management, as they provide documentation of what occurred during the process of obtaining informed consent, during treatment, or over the course of an assessment. If there are concerns about the professional services provided by a registrant, their practice record can be an important source of evidence when they respond to such concerns. For example:

- A client raises a concern about the registrant disclosing confidential information to a third party. If the registrant has clearly explained and documented the circumstances where such a disclosure may be made, the registrant can refer to their notes and any signed consent form to defend against this concern. It is important that their documentation is sufficiently detailed to avoid any ambiguity or misunderstanding. In this example, it will have been important that the registrant documented the specific circumstances where confidentiality might be breached, as opposed to a statement in the record that broadly states, "limits to confidentiality discussed."
- A client has concerns about the accuracy of information in a registrant's report. The registrant's interview notes could provide important evidence about the information that was gathered and subsequently included in the report.
- A client disputes the scope of work that was agreed upon or the cost of such services. The registrant's record should be able to confirm the parameters of the agreed upon services and should provide a record of the invoices provided to the client.
- A registrant is alleged to have missed warning signs that a client was at risk of self-harming. Documentation in the practice record of the registrant's awareness and assessment of this risk, and steps they took in response to their assessment of the risk, could be a critical piece of evidence in considering the merits of such an allegation.

A registrant's practice record should "tell the story" of the professional service from initial contact through to the end of services, and this record should stand on its own without the need to explain and supplement the record. Registrants should maintain their records such that they are prepared to respond promptly to a request for records under governing legislation (Standard 18.1), a court order (Standard 6.11), or the College in the course of investigating a regulatory complaint (Standards 6.16, 7.2, and 7.3). The basic required contents of a registrant's practice record are set out in part in Standards 13.6 and 13.7 of the Code. As a reminder, practice records must include all emails and text messages exchanged with a client.

The importance of maintaining detailed and accurate records can be highlighted by the length of time between when a service is provided and when information about that service may be requested. Clients may have a need for information in their file many years after receiving a service. In some cases, regulatory complaints are lodged several years after a psychological service was provided and the registrant's contemporaneous records are important in the evaluation of the complaint. Registrants must keep their records for at least seven years after the last date that professional services were rendered to the client (Standard 13.1), or if the client is a minor, seven years after the date the minor reached the age of majority (Standard 13.2).

The College has developed a draft Record Keeping Checklist to assist with registrants' self-evaluation of their current record keeping practices and to assist them in ensuring their record keeping practices meet *Code of Conduct* requirements, and you are encouraged to review it. The draft checklist is included in this edition of the Chronicle, and registrant feedback is invited prior to its finalization.

Record Keeping Checklist [DRAFT]

The information in this Practice Support checklist is intended to provide general guidance to assist registrants in identifying issues and options that should be considered, and implementing strategies to address issues, resolve problems and improve practice, with respect to a particular aspect of psychology practice. No checklist can anticipate all variables that might be relevant to a specific professional decision or circumstance, but the checklist can provide general guidance to registrants dealing with the identified practice issue. Registrants are also invited to contact the Practice Support Service with any questions.

Readers are advised that documents provided by the Practice Support Service are not legal advice, and do not supplant any applicable legislation, the College's Code of Conduct, its Indigenous Cultural Safety and Humility and Anti-racism Standard, or any other official College communications or professional standards. While an effort has been made to be comprehensive, the information in this checklist is not exhaustive, and the College makes no warranty or representation as to its currency, completeness or accuracy. The College accepts no responsibility for any errors or omissions, and expressly disclaims any such responsibility.

This checklist does not establish standards, limits or conditions for registrants' practice for the purposes of the Health Professions Act, and it is not intended to impose mandatory requirements to the extent that such requirements are not established under the Code of Conduct or the Indigenous Cultural Safety and Humility and Anti-racism Standard. In the case of any inconsistency between this checklist and any Code standard or the Indigenous Cultural Safety and Humility and Anti-racism Standard, the Code standard or Indigenous Cultural Safety and Humility and Anti-racism Standard governs. The final decision on the course of action to be taken in any practice situation is made by the registrant, and checklists are not intended as a substitute for the professional judgment and responsibility of the registrant. Exclusive reliance on checklists is imprudent, as every practice decision depends on its own particular circumstances.

This document may not be copied in part. Registrants wishing to copy it in its entirety must keep this disclaimer attached and must identify it as a College of Psychologists of B.C. Practice Support document. For ease of reference, select Code standards are indicated in brackets following checklist items. Registrants are obligated to consider any other Code standards and legislation that may be relevant to a specific practice situation. All references to the Code of Conduct and other legislation is current to the date indicated at the beginning of each checklist.

The following checklist is intended to assist registrants in ensuring their record keeping practices are consistent with Code of Conduct requirements. Relevant Code Standards are included in brackets behind checklist categories.

- My practice record for each client contains: **(4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.11, 6.2, 7.19, 12.2, 13.6, 13.10, 13.11, 13.12)**
- the name of and contact information for the client, and other identifying information as appropriate;
 - the presenting problem or purpose of the consultation;
 - the date and substance of each professional service, including relevant information on original informed consent and emergent informed consent issues such as when changing a service originally agreed to, interventions, progress, and termination;
 - notes related to any interviews conducted as part of an assessment service;
 - notes related to any observation sessions conducted as part of an assessment service;
 - any test results or other evaluative results obtained, and any basic test data from which results were derived;
 - a copy of all reports prepared as part of the professional relationship;
 - notations and any results of formal consultations with other service providers;
 - copies of emails, texts, and any other communications with the client or related to the client's file;
 - a copy of all documents relied upon in the course of providing the service or, if the registrant is prevented by legal or contractual circumstances from keeping copies of documents and the records are held by an institution, the identification and location of all of documents relied upon;
 - a clear description of any agreements entered into by the client, including the service to be provided, anticipated uses of information obtained, limits of confidentiality, their acceptance of risks and benefits of a proposed course of action, their acceptance of a supervised service, their acceptance of an innovative service, etc.;
 - any releases or consents signed by the client;
 - any informed assents obtained for the service;
 - the fee arrangement; and
 - a clear record of all fees billed and received, including:
 - the identification of the service provider and the service recipient;
 - the date, nature, and unit fee of the service provided;
 - the total charged and the payment received;
 - the date and source of payment; and
 - any other information needed by the client to obtain insurance reimbursement.

Record Keeping Checklist (continued)

- If I am providing services to two or more clients who are related to each other, I will: **(4.2, 5.9, 6.3, 18.1)**
- carefully determine whether the unit (e.g., the couple or the family) is my client and all of my records are appropriately contained within a single file, or the nature of the service and/or legal considerations require me to consider creating and maintaining separate files for each of the parties; and
 - ensure my informed consent process includes clear information regarding my record keeping in the case and how I will handle any future requests for release of information.
- My record keeping practices will reflect a consideration of: **(13.1, 13.2, 13.3, 13.4, 14.1, 14.2, 14.3, 14.4, 14.5, 14.6)**
- the length of time for which I need to maintain my records, including:
 - seven years past the date of last service for adult clients;
 - seven years past the date a child reaches the age of majority for minor clients;
 - whether legal requirements specify that I must keep records for a longer period of time than captured by the previous two bullets; and
 - whether in my professional view the circumstances are such that I should appropriately keep the records for longer than specified in the previous bullets.
 - the location of my records, including that:
 - my records are under either my sole control, the control of another appointed registrant, or in a professional storage facility obligated to provide confidential and secure storage;
 - my records are secured and access to them is strictly limited;
 - electronic records are password protected and reasonably secure from loss, tampering, interference, and unauthorized use or access;
 - confidentiality of my records is maintained at all times, including while they are being created, stored, disposed of, accessed, transferred, or copied;
 - contingency planning, including:
 - I have named a professional executor who will take control of my practice records in the event of my unexpected incapacity or death;
 - I have provided my professional executor with all of the information needed to take control of my records, whether electronic or hardcopy; and
 - I have ensured that my personal executor/family/whoever is relevant is aware of the requirement that my professional executor take control of my records in the event of my incapacity or death.
- If my records are part of a common filing system, such as in a multidisciplinary setting, including when I am working as part of a professional team, I will: **(6.14, 14.8, 18.1)**
- exercise care when placing information in a common file in order to ensure my opinions, reports, findings, and/or recommendations are not misunderstood by members of other disciplines;
 - work with my employer to develop written policies and procedures that ensure maintenance, storage, and access to my practice records complies with privacy legislation and the *Code of Conduct*;
 - educate others in the setting as appropriate regarding my obligations under the *Code of Conduct* and privacy legislation, and require a confidentiality agreement for others who may come into contact with my practice records;
 - establish written policies and procedures for handling, copying, and destroying psychology practice records to protect their confidentiality;
 - ensure a written succession plan is established to cover practice records in the event of my departure from the setting;
 - include information regarding record keeping and relevant confidentiality issues in the setting as part of obtaining informed consent with prospective clients; and
 - assume responsibility for the appropriate management of any psychology tests purchased under my name and qualifications, including by ensuring written policies and procedures exist for storage and handling in accordance with contractual obligations, privacy legislation, and the *Code of Conduct*, and ensure the policies take into account future changes in psychology staffing, and educate others in the setting regarding requirements for maintenance and storage of test materials and test results.

AVAILABLE ONLINE WORKSHOPS

(Continued)



TRAUMA INFORMED PRACTICE WORKSHOPS

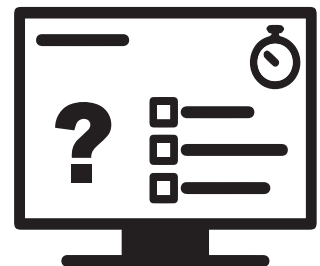
The College is pleased to make available to registrants the two-part workshop Trauma Informed Practice: Understanding the Neurological and Psychological Effects of Violence and Abuse. The workshop provides a conceptual overview of the relevance of the neurobiology of trauma to the practice of psychology. While the information is of general application for psychologists, the sessions include some specific attention to the ways in which the conceptual framework and information are specifically relevant to the lives of Indigenous peoples. The presenter is Dr. Lori Haskell, a nationally recognized expert on trauma and abuse, and on trauma informed approaches to mental health service delivery and on legal

responses to trauma victims. The fee is \$250 for both Parts 1 and 2 (\$150+\$100 – discount given for both is reflected in the fee for Part 2), and instructions for how to make payment are located on the registration page. The Registration page for Part 1 may be found [here](#). Completion of Part 1 is required to access Part 2.

OTHER ONLINE WORKSHOPS AND PRESENTATIONS

Two workshops offered early in the pandemic, “Professional Practice in Disaster Response” and “Skills for Psychological Recovery” were both well received by participating registrants. Continuing competency presentations offered in conjunction with past AGMs remain available online as well, including the recent presentations, “Integrated Primary Care: Psychologists can be pivotal in addressing our current physical and mental health crisis in Canada,” “Typical Aging – Is It Working For You?” and “Cultural Competency In Professional Practice.” These workshops and presentations are all available within the portal at no charge.

The 2018 workshop entitled “Lessons from the Past and Prepping for the New Reality” includes the accumulated wisdom of the Inquiry Committee and the translation of that wisdom into practice, including the accumulated wisdom of the Inquiry Committee and the translation of that wisdom into practice, including lessons learned from complaints and top tips for best practices and understanding the College’s obligation to investigate complaints. Collaborative care and expectations for registrants to engage routinely and productively with other health professionals is also highlighted as part of this workshop. Completion of this workshop for the first time, including the required readings and successful completion of the post workshop quiz, will meet regular continuing competency requirements for 2023 or can be banked for next year. Registrants will find a link to register for this workshop in the Registrant Portal on the CPBC website.



NOTE: The workshop can be taken more than once if a registrant wishes to refresh their learning, but can only be used once for a full year of credit.

REMINDER: INDIGENOUS CULTURAL SAFETY

A reminder that The Quality Assurance Committee amended the Continuing Competency Program (CCP) policy to require registrants as of January 2022 to ensure that they are engaging in regular consideration of Indigenous Cultural Safety and Humility issues, and to document this by identifying which activities from Sections A, B, and/or C focus on culturally safe practice in psychology.

Registrants may meet this requirement by participation in workshops on Indigenous issues, including the College’s half-day workshop on the topic of Indigenous Cultural Safety available free of charge and accessible through the registrant portal, by taking the San’yas Indigenous Cultural Safety training available at <https://sanyas.ca/>, by reviewing the CPBC Indigenous Cultural Safety and Humility and Anti-racism Standard and the CPBC Indigenous Cultural Safety Checklist with specific consideration of their practice, or by engaging in other relevant activities.

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.