



Policy Title: Identification	Replaces former policy: <input checked="" type="checkbox"/> Title: CPTBC 01 Identification Policy <input type="checkbox"/> N/A
Applies to: Physical Therapy	Date Effective: 2024-06-28
	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

For the Designated Health Profession of Physical Therapy, Applicants and current Registrants (“Applicants” and “Registrants”) are required to provide the College with identification that meets the criteria of the Government of British Columbia’s Criminal Records Review Program (CRRP). The College uses this identification to verify Applicants’ and Registrants’ identities when initiating criminal record checks.

- Upon initial application, an Applicant must provide two pieces of identification that meet CRRP criteria; both pieces must be valid and notarized.
- Every Applicant and Registrant must provide their full legal name to the College, which must match a piece of government-issued photo identification that includes their signature.
- All Applicants and Registrants must report legal name changes — past and new — to the College.

The College Public Register includes each Registrant’s legal first and last names, along with their preferred name (if they have identified one).

A Registrant may request a change to the legal name on their College profile by submitting a marriage certificate or legal name change document.

An Applicant who has only one legal name can be identified as such.

1. Policy Rationale and Purpose:

This policy standardizes identification requirements and ensures compliance with the CRRP’s criteria for identification. The College submits criminal record check requests on behalf of Applicants and Registrants and is therefore accountable to the CRRP for verification of identity, either directly or via notarization.



This policy also confirms the use of common or preferred names.

2. Policy Scope:

This policy applies to:

- Applicants to the Designated Health Profession of Physical Therapy.
- Registrants of the Designated Health Profession of Physical Therapy.

3. Legal Authority:

- *Health Professions Act*, Sections 19(j.1) and 21(2)
- *Criminal Records Review Act*

4. Key Partnerships:

- Criminal Records Review Program
- UBC Department of Physical Therapy (for verification of student identification)

5. Definitions:

N/A

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.

7. Resources/References:

- Policy: CSHPBC Physical Therapy - Criminal Record Check Requirement



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