College of
HEALTH AND CARE
PROFESSIONALS OF BC

OPTOMETRY

RELOCATE A PLACE OF PRACTICE

College Bylaws, Schedule 14: Places of Practice

If you are relocating your place of practice ("clinic"), **you must complete the following:**

Step 1 **Will the clinic name remain the same?**

- **No** → **You will need to follow the instructions to change a clinic name here, in addition to steps 2-7 below.**
- **Yes** ↓

Step 2 **You will need to complete a *Place of Practice – Request for Name Approval Form (the "Form")*.**

Step 3 **Will the Responsible Registrant (RR) for this clinic remain the same?**

- **No** → **The previous RR must notify the College that he/she is no longer assuming responsibilities at this clinic.**
  The new RR must complete Section C on the Form
  Note: A registrant cannot be the RR for more than 4 clinics (Bylaw 2.23).
- **Yes** ↓

Step 4 **Have the same RR complete Section C on the Form.**

Step 5 **Will the owner of patient records at this clinic remain the same?**

- **No** → **Ensure that the requirements outlined in Bylaw 4.40 are met. Have the owner(s) of patient records complete Section D on Form 19A.**
- **Yes** ↓

Step 6 **Have the same owner of patient records complete Section D on the Form.**

Step 7 **You must also complete a *Transfer of Records Containing Personal Information* Form.**
Ensure that the *Disposing Registrant* section indicates the previous clinic address, and *Recipient Registrant* section indicates the new clinic address.
If the owner of patient records is remaining the same, the *Disposing* and *Recipient Registrant* will be completed by the same registrant(s).

Step 8 **Ensure all applicable fields on all forms are completed and signed.**

Step 9 **Submit the forms to the College office.**
Note: Approval may take up to 20 working days.
Ensure that all applicable forms are completed and signed.

Step 10 **Ensure that, as per College Policies, you have removed any signage that indicates the old clinic address is an optometric place of practice.**