



<b>Policy Title:</b>  <b>Application Expiry, Extension and Reapplication</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: CPBC Application Expiry, Extension and Reapplication Policy - Psychology <input type="checkbox"/> N/A
	<b>Date Effective:</b> 2024-06-28
<b>Applies to: Psychology</b>	<b>Last Update:</b> Select date
<b>Contact:</b> Name of Policy Owner	

## Policy Statement:

An application submitted to the College by an Applicant to the Designated Health Profession of Psychology (an “Applicant”) may remain open for up to two years. If the application process is not completed, the application will expire two years to the day the College received the Applicant’s signed and notarized application form.

An extension of four months may be granted. Such an extension:

- Must be requested in writing at least one month prior to the expiry date of the application.
- Is subject to an extension fee, as set out in the Fee Schedule of the College Bylaws.

An Applicant may be granted a maximum of three extensions.

The extension fee may be waived and/or the extension period extended in extenuating circumstances (e.g., where an Applicant provides documentation of a serious medical condition or where the Applicant has spent significant time actively responding to College queries or directives). The College will not grant a waiver on the basis of an Applicant having recently become a parent.

A former Applicant may reapply within two years of their application expiring or closing by submitting a new application form and fee.

At the time of application or reapplication, the Applicant’s certificates of professional qualifications, criminal record checks, and at least one reference must be current (i.e., the referee must have had contact with the Applicant within the five-year period immediately preceding the date of application).



## 1. Policy Rationale and Purpose:

This policy provides parameters for how long someone may remain an Applicant, addresses circumstances in which an Applicant is unable to complete the process within the specified timeframe, and gives guidance as to what may be carried forward if an Applicant wishes to reapply.

## 2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Psychology in the registration classes of Registered Psychologist and School Psychologist.

## 3. Legal Authority:

- CHCPBC Bylaws, Bylaw 6.9(a) and Schedule 1, 6

## 4. Key Partnerships:

N/A

## 5. Definitions:

N/A

## 6. Process Check:

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

## 7. Resources/References:

N/A



<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

### Reapplication Procedure

When reapplying, an Applicant may carry forward the following documentation from their previous application:

- References
- Transcripts
- Written Jurisprudence Examination (WJE) scores
- Examination for Professional Practice in Psychology (EPPP) scores, if applicable

Reapplications will be reviewed according to the registration requirements in place at the time the Applicant reappplies.

Regardless of what documents an Applicant must re-submit in the application process, the College may rely on previous information provided by the Applicant, at its own discretion, for purposes such as assessing their application for registration or dealing with a post-registration disciplinary matter.