



Registration Renewal

FREQUENTLY ASKED QUESTIONS

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Planning for renewal

When can I renew my registration?

Renewal is open on May 23, 2025.

The deadline to renew your licence is 11:59 p.m. Pacific Time on June 30. You may complete the process at any time that is convenient for you. However, we recommend that you avoid waiting until the last minute, as you may require more than one session to complete all the steps.

What if I miss the renewal deadline?

If you do not meet all renewal requirements (registration renewal, the ACCR and payment) by June 30, 2025, the consequences are significant:

- Your registration is cancelled, and you cannot work as an occupational therapist or use the title occupational therapist.
- You must apply for and be successfully reinstated before returning to work.
- You are charged a late fee (35% of your registration renewal fee).
- Potential referral to the Inquiry Committee

If you require staff support to complete your renewal, be sure to obtain that support during the College's regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.) well in advance of the deadline. Technical difficulties or other challenges encountered during non-business hours are not a valid reason for failing to complete the renewal process by the deadline.

What steps can I take in advance to ensure that I will be able to renew?

To be eligible for renewal, you must:

- Complete the Annual Continuing Competence Review (ACCR)
Please read **QA Program** section below for more information.
- Meet one of the following currency hour requirements:
 - 600 hours of occupational therapy practice within the past three years,
 - Graduation from an approved occupational therapy program within the past 18 months,
 - Successful completion of a College approved Re-Entry Program within the last 18 months

Please read the **Currency hours** section below for more information.



Leaves of absence or moving provinces

I am taking a leave of absence from work (e.g., maternity leave, sick leave) and will not be working past June 30, 2025. What should I do?

If you will not be working or using title as an occupational therapist after June 30, 2025 then you have the following options:

- Renew in the Full Practising category. This allows you to return to practice at any time between the registration year, July 1, 2025 to March 31, 2026. You are still required to meet currency hour requirements.
- Renew in the Non-Practising category for registration year of July 1, 2025 to March 31, 2026. You will remain on the mailing list of the College and continue to receive all College mailings.
- Cancel your registration to Former Registrant. There are no fees associated with cancelling your registration. You must reinstate and be granted registration prior to working as an occupational therapist.

I am working for only a couple of weeks in July then I will be off (e.g., moving out of province, maternity leave). What should I do?

Your registration with the College will expire on June 30, 2025. Should you wish to work as an occupational therapist in BC after that point, you **must** renew your registration with the College. If you do not finalize your renewal, including payment of fees on or before June 30, 2025, your registration will be cancelled for non-payment of dues. You will not be registered and will be unable to provide occupational therapy services (work) or use the title occupational therapist unless you apply and are successfully reinstated. Along with the annual fee, you will be charged a late penalty fee (35% of your registration renewal fee).

Note if you seek registration with another provincial occupational therapy regulatory body, the College would provide information indicating your registration expired as of June 30, 2025 because you did not renew your registration for the 2025-2026 year.

I will only be working as an occupational therapist in BC for a few months in the next registration year. Can I receive a refund for the remaining months?

No, the College does not pro-rate the annual registration fee.

I will not be practicing after June 30, 2025; do I need to do anything?

Action to close off your record is needed. Please login and complete your renewal as non-practicing or Inactive. This will allow you to record hours worked in the profession since July 1, 2024. Failure to complete any action during the renewal period may result in phone calls including to employers on record to follow up on outstanding renewal.

See the **Cancelling registration** section for details on how to properly close off your record with the College and avoid any outstanding tasks.



System requirements

Which device and browser works best with online renewal?

Laptops, desktops, tablets, notebooks, and smartphones are all compatible, but a larger device or screen is best. Chrome and Edge browsers are recommended, internet explorer is not supported.

Logging in

How do I log in?

From the link in the renewal email, or from the registrant login page on the website: <https://chcpbc.org/login/>

What is my College (Alinity) username/login name?

This is the email address associated with your College (Alinity) account.

If you are using a shared computer, make sure the field doesn't auto-fill with someone else's information.

What if I can't remember which email address I use for my log in?

1. It's most likely the email address that has received the most recent correspondence from the College.
2. If you're still not sure, try your other email addresses.
3. If you still can't log in or have changed your email account recently, please email registration@chcpbc.org and include your full name, registration number or birth date, and the email address you want associated with your College (Alinity) account.

What if I can't remember my College (Alinity) password?

1. Use the **"Forgot your password?"** feature on the login page:

The screenshot shows a login form with the following elements:

- A lock icon and the word "Login" at the top left.
- An input field labeled "Email or member #".
- An input field labeled "Password".
- A "Login" button.
- Text: "Don't have an account? Please [Sign up](#)".
- The word "or" centered below the text.
- A link labeled "Forgot your password?" which is highlighted with an orange rectangular box.



2. Enter your email address and the code on the right and submit to request a password reset.

Reset Password

Enter the email address associated with your Alinity account, then click Submit. We'll send an email to the email address associated with your account with a link to a page where you can create a new password.

Email address

Enter the code on the right

[Click to change](#)

Submit

I changed my College (Alinity) password, and I still can't log in!

Please allow a few minutes for Alinity software to update. You can also try clearing your browser history, privacy settings or using a different browser or device.

I haven't received an email to change my password.

Check your spam, promotion, and junk folders.

Do you have multiple email addresses (work, personal)? Try another email address.

Why do I also have to enter a code after I've entered my password?

The College uses two factor authentication to protect your information. You may be asked to enter a code that has been sent to your email address.

The code usually arrives quickly, but if it doesn't, check your junk/spam folder and ensure you are checking the correct email address.

Selecting "Send new code" will generate a different code and render the previous one invalid.

We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Enter the code sent to you

Validate

Send new code



Workplace information - Adding/removing

How do I add a new employer/ workplace for employment in BC?

1. Within the Employment section, select “Add” and the employment section will open.
2. Complete the required information in the text boxes.

What if I don't see my employer/ workplace name in the drop-down list?

The drop-down list search is exact; if you spell the name differently, use an acronym or change punctuation, the name won't appear.

Enter part of the name only; less is more.

Wait for the search results to appear and select the employer/ workplace name.

I did what you suggested, but I still don't see the employer/workplace name!

The organization needs to be added to the College database:

1. If the name doesn't appear in the drop-down list, enter the organization name, mailing address and phone number in the box.
2. The College must confirm the address you provide. After you submit the renewal form, the College will add the organization to the database; this may take 1-2 business days. See example below:

Add Click here to add new or to add an additional BC employer

Employer

Organization

* Employment type

* Type preference ?

* Employment role

* Contract type

* Methods of care ?

Second method of care

* Virtual care delivery ?

* Practice area

* Age range

* Funding source

* Work phone

* Date started

End date (if applicable)

Example: 403-555-5555

yyyy-mm-dd

yyyy-mm-dd

If your employer is not available in the list above please enter the name, location and phone # here



I am no longer working at the employer/workplace listed, how do I delete it?

Employment cannot be deleted, but you may archive it:

1. Enter your last day of work under “End Date.”
2. Add your practice hours for the past registration year.

Employmer 🗑️

Organization

* Employment type <input type="text"/>	* Type preference ? <input type="text"/>	* Employment role <input type="text"/>
* Contract type <input type="text"/>	* Methods of care ? <input type="text"/>	Second method of care <input type="text"/>
* Virtual care delivery ? <input type="text"/>	* Practice area <input type="text"/>	* Age range <input type="text"/>
* Funding source <input type="text"/>		

* Work phone * Date started End date (if applicable)

If your employer is not available in the list above please enter the name, location and phone # here

Please enter the practice hours for this employer from 01-Jul-2024 to 30-Jun-2025
Note: Please deduct time for statutory holidays, vacation, sick time etc...

* Hours per week <input type="text"/>	* Weeks worked per year For weeks worked per year you must enter whole numbers eg: 38 not 37.5 <input type="text"/>	Total practice hours: 0
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How are “full time” and “part time” defined, and why is this information collected?

The College is required to provide aggregate data about its registrants to the Canadian Institute for Health Information (CIHI), including data about full- and part-time employment. CIHI defines “full time” as 30+ hours of work per week and “part time” as anything less than that.



Currency hours

What are practice hours?

Hours during which a registrant was engaged in activities of employment for which they are entitled to payment and/or activities necessary to support the delivery of occupational therapy services; includes paid coffee breaks, paid overtime hours, paid back hours, paid or unpaid education leave, worked statutory holidays, and the like; excludes vacation, lunch break time, standby or on-call hours, unpaid leaves of absence, and extended sick leave.

How many practice hours are required?

Occupational therapists are required to have 600 practice hours within the profession's scope of practice in the three years immediately preceding the date of application for renewal.

- 600 hours of occupational therapy practice within the past three years, or
- Graduation from an approved occupational therapy program within the past 18 months, or
- Successful completion of a College approved Re-Entry Program within the last 18 months

What dates do I use to count my practice hours?

Count your practice hours accrued between July 1 to June 30.

I don't have enough currency hours. Can I complete my renewal??

No, please contact the College office for further information regarding the options available to you.

Professional Liability Insurance (PLI)

I am renewing my registration in the Full Practising category. Do I need to send a copy of my Professional Liability Insurance receipt to the College?

No. You will enter your liability insurance details, such as policy number when you complete your registration renewal. There is a separate declaration stating you understand it is your responsibility to maintain professional liability insurance coverage throughout your registration and that you are insured for practice in all public and private places of employment. Please note that the College reserves the right to request documentation supporting your declaration.

I am changing my status to Non-Practising or cancelling my registration. Do I need to maintain Professional Liability Insurance?

Please contact your insurance provider with questions regarding your professional



liability insurance coverage. While the College does not require you to maintain insurance while registered as a non-practising or a former registrant, it may be recommended to maintain professional liability insurance while on leave or while retired to protect yourself if a complaint is made to the College, or lawsuits are brought forth over situations that may have occurred in the past, when you were practising.

Name changes

How do I change my name?

1. Within the personal section, select “Add” and a name change section will open.
2. Complete the required text boxes.
3. Upload a marriage certificate OR legal name change document.
4. The document will be reviewed and approved by the College.
5. See example:

The screenshot shows a web form for requesting a name change. At the top left, there is a blue button labeled "Add" with the text "Click to request a change to your legal name" next to it. Below this is a light blue header area with the text "Legal name" and a red trash icon on the right. The main form area contains three input fields: "* First name", "Middle name(s)", and "* Last name". Below these fields is a section for "* Government issued ID" with a blue button containing an upload icon and the text "Click here to upload a supporting document from your computer".



Payment

Can I save the renewal and finish it later, or pay later?

Yes, but you will continue to receive email reminders until you complete the payment.

Please start with the employment updates and Annual Continuing Competence Review (ACCR) as soon as possible.

How do I pay the renewal fee?

1. The invoice and link to pay will appear once the renewal is successfully completed.
2. If your renewal was sent to the College for review, you will receive an email after it has been approved with a link to complete payment.
3. Avoid clicking the “back” button or refreshing the page while payment is being processed.
4. Visa and Mastercard credit cards are accepted. Debit cards will be declined.
5. See example:

* First name on card

* Last name on card

* Home # and street only (for account, no apt #)

* Postal/ZIP code

Total charge
\$457.50

When you click Pay you will be shown a dialog that will let you enter your credit card details through Elavon. Please ensure your name and address you've entered above are the ones used for the credit card you intend to pay with. You will have 15 minutes after clicking Pay to complete your transaction.



When will you email my receipt and permit?

1. Once payment is complete, you can print or download your receipt and permit anytime from your College account.
2. Toggle on the “Paid invoices” box to access your recent receipts.
3. Current permit and invoice are found on the center of your home page.
4. Look for historical receipts under “My Documents.”
5. See example below:

The screenshot shows a user account dashboard. On the left is a navigation menu with options: Home, Download registration, My documents, My groups, My profile, and Back to main site. The main content area is divided into two sections. The 'My Invoices' section has a table with columns for Date, Total, and Due, and a checkbox for 'Include paid'. The table lists five invoices with dates from 2021 to 2025. The 'Active and Future Permit' section shows two 'Practicing (Full)' permits with their respective effective and expiration dates. Below the table is a pagination control showing '12 Invoice(s)' and page numbers 1, 2, 3.

Date	Total	Due
07-May-2025	\$457.50	\$0.00
10-Jun-2024	\$525.00	\$0.00
30-Jun-2023	\$525.00	\$0.00
24-Jun-2022	\$525.00	\$0.00
18-Jun-2021	\$525.00	\$0.00

Quality Assurance Program

How will you know I have completed the Annual Continuing Competence Review (ACCR)?

You will receive a confirmation email after completing the “Annual Continuing Competence Review (ACCR)” report.

I thought I was cancelling my registration as of June 30 but now plan to continue using title and working as an occupational therapist. Do I need to complete the Annual Continuing Competence Review (ACCR)?

Yes. Completing the ACCR is the continuing competence requirement for renewing your registration by June 30. Until your ACCR is done and submitted, your registration cannot be finalized and you will be considered having missed the deadline.



Cancelling registration or becoming non-practicing

How do I “Renew as Inactive”?

1. Log in to your account.
2. Complete the online renewal application as follows:
 - Select the “Renew” button in the box labelled “Inactive”
 - In Part 1 (“Profile Update”), edit your employment, add your last day of work, and document your practice hours since July 1, 2024
 - In Part 2 (“Renewal”), read and review the declarations

When will my registration be cancelled?

Once you complete the online renewal application through the “Renew as Inactive” process, you will still remain licensed through June 30. Your licence will be cancelled on July 1.

Additional support

I still have questions. How do I contact the College?

For support with renewal, you can email the College at registration@chcpbc.org or call 604-742-6715 (press 1 for Licensure). For support with Quality Assurance requirements, email qaprograms@chcpbc.org or call 604-742-6715 (press 3 for Quality Assurance).

When emailing the College, be sure to include “Occupational Therapist” in the subject line of your email to ensure that it will be delivered to the appropriate team member.

When are College staff available to provide support?

Please refer to renewal reminder emails for the specific hours during which Licensure staff will be available to answer calls.

If you send an email or leave a voicemail, you can expect a response during our regular business hours (Monday–Friday, 8:30 a.m.–4:30 p.m.).