



Policy Validity of Applications and Supporting Documents All professions	Replaces former policy: <input type="checkbox"/> Title: <input checked="" type="checkbox"/> N/A	
	Date Effective:	2025-11-01
	Last Update:	
	Contact: Director, Licensure	

Policy Statement

The College ensures that applications and documentation submitted in support of an application (including but not limited to certificates of professional conduct, criminal record checks, and English language proficiency test results) are current and valid, by establishing validity timelines as specified in Appendix A, unless otherwise specified in bylaw.

1. Policy Rationale and Purpose

This policy ensures that team members and applicants understand how long an application remains valid without being updated, and the time that each piece of supporting documentation remains valid, by establishing validity timelines

2. Policy Scope

This policy applies to all CHCPBC applicants and licensure team members.

3. Duties and Responsibilities

Licensure Team members

Licensure team members are responsible for:

- notifying applicants of application and supporting documentation validity timelines
- withdrawing applications in accordance with this policy
- keeping supporting documentation on file in accordance with the Record Retention Schedule.

4. Legal and Regulatory Authority

This policy is linked to the following legislation and regulatory documents:



- CHCPBC Bylaws

5. Other Relevant Policies and Documents

- Records Retention Schedule

6. Key Partnerships

None identified at this time.

7. Definitions

None identified at this time.

8. Process Check

The following documents have been consulted and applied to this policy.

- ☒ Policy Development Framework (required)

9. Resources/References

None identified at this time.



Appendix A: Validity Timelines

General Application Validity and Extensions

Applications that are not updated for 90 days are withdrawn, unless otherwise specified below.

Extensions may be granted upon written request. See below for the extension process for registered psychology and school psychology applications.

Approved applications are withdrawn if outstanding payments are not received within 14 calendar days.

Supporting Documentation Validity

Certificates of professional conduct, including verification of registration forms, are valid for 90 days from the date they are issued, unless otherwise specified in bylaw.

Documentation with expiry dates include, but are not limited to, certificates of professional conduct, criminal record checks, and English language proficiency test results.

Supporting documentation is kept on file in accordance with the CHCPBC Records Retention Schedule and is carried forward for re-application if it remains current.

Registered Dietitian Application Validity and Extensions

Registered Dietitian applications requiring an Assessment of Substantial Equivalency and/or the successful completion of the Canadian Dietetics Registration Examination (CDRE) are withdrawn after six months if not updated.

Registered Psychology and School Psychology Application Validity Timelines and Extensions

Applications for any Registered Psychologist or School Psychologist registration class are withdrawn after two years if not completed. This timeline starts on the date the application is submitted.

An extension of four months will be granted following a written request, at least one month prior to the application expiry date, and payment of the extension fee set out in the Fee Schedule of the CHCPBC 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).