

Health Profession Corporation Permit Renewal

Corporation Permits - Annual Permits Valid April 1 to March 31

All health profession corporation permits expire on March 31 of each year, regardless of when the application was made. Permits need to be renewed annually. The permit renewal fee is \$120.

As per the College Bylaws, if you wish to continue as a health profession corporation, you must renew your permit on or before March 31.

Only full licensees who have successfully completed their licence renewal can renew their health profession corporation permits.

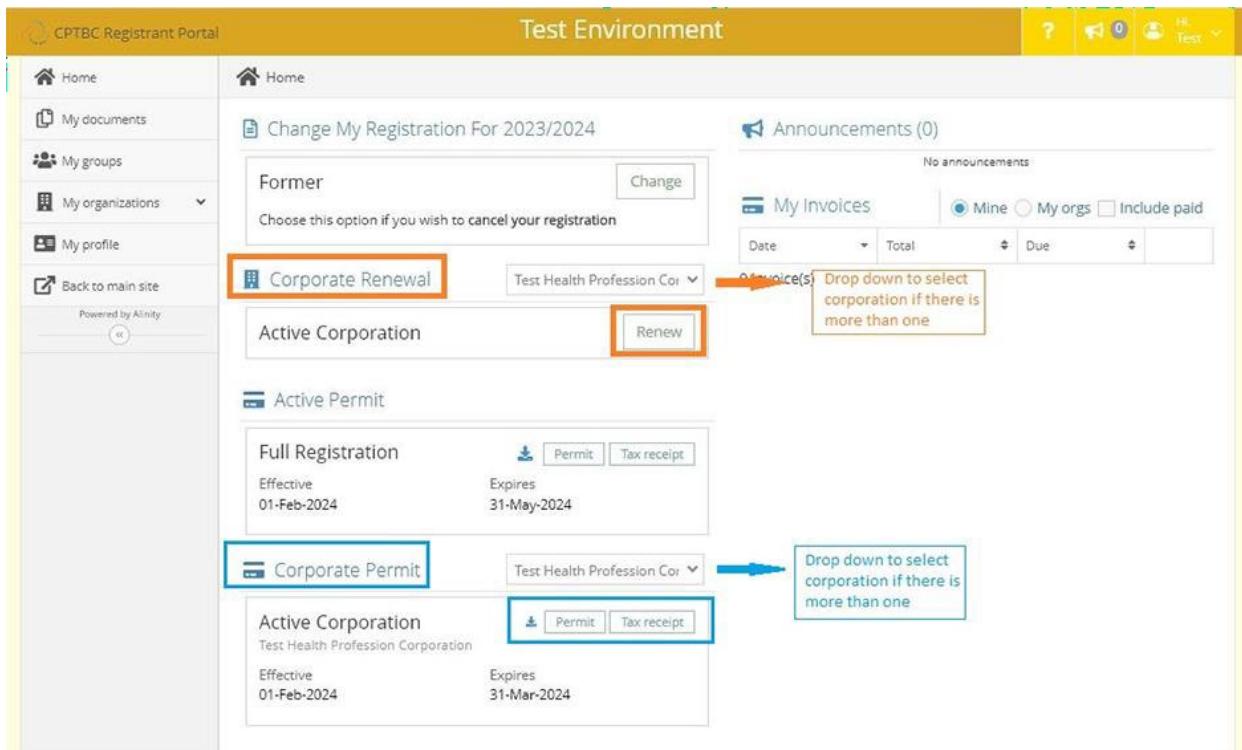
Instructions for permit renewal

Renewal is online and begins in mid-February each year.

If your corporation is owned by more than one licensee, only one (voting) shareholder is required to renew. All owners are responsible for ensuring that they continue to comply with the declaration and acknowledgment statements on the renewal form.

Once renewal begins:

- Login to the CHCPBC [Licensee Portal](#)
- From the homepage, locate Corporate Renewal
- Click on "Renew" and follow the instructions
- If you have more than one health profession corporation, make sure you renew all of them; there is a drop-down list on the top right-hand corner for you to select the corresponding health profession corporation.



Suggestions for success

- Make sure you know which email address to use to log into the CHCPBC Licensee Portal
- Renew when you have dedicated time to avoid being timed out
- Payment is accepted by credit card (Visa, Mastercard, or Amex); debit cards and e-transfers are not accepted
- If you are having difficulties:
 - clear your browser history
 - try another browser or device
 - email corporations@chcpbc.org for assistance; sending screenshots may help with troubleshooting

Permits and receipts

Permits and receipts will be on the homepage of your CHCPBC Licensee Portal once renewal is completed and paid.

What happens if you do not renew

If you do not complete the renewal process by the March 31 deadline, your

health profession corporation permit will be cancelled on April 1. Cancellation of health profession corporation permit means:

Your corporation(s) is(are) prohibited from carrying on the business of providing designated health services to the public.

Reinstatement within 30 days

To reinstate your health profession corporation permit up to 30 days after the renewal deadline (April 1–30), you can complete the renewal application in the Licensee Portal and pay the late renewal fee (in addition to your annual permit fee).

Questions about corporation permit renewal?

If you have any questions, please email corporations@chcpbc.org.