



Policy Validity of Applications and Supporting Documentation	Replaces former policy: <input type="checkbox"/> Title: <input checked="" type="checkbox"/> N/A	
	Date Effective:	2026-04-08
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Policy Statement

The College of Health and Care Professionals of BC (CHCPBC) ensures that licensure applications and supporting documentation are current and valid, by establishing validity timelines.

Applications not updated for 90 calendar days will be withdrawn. Applicants will receive a notice of incompleteness, with the intent of closing their application, 14 calendar days prior to the closing date unless new information is submitted.

Approved applications will be withdrawn if outstanding payments are not received within 14 calendar days.

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

1. Policy Rationale and Purpose

This policy describes how long an application remains valid without being updated. It ensures that applications remain valid and accurate, allows staff to focus resources on active, progressing applications and balances fairness to applicants.

2. Policy Scope

This policy applies to applicants to all professions regulated by CHCPBC.

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, and 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 Bylaw 6.3

5. Other Relevant Policies and Documents

This policy is linked to the following other relevant policies and documents:

- Records Retention Schedule

6. Key Partnerships

None identified at this time.

7. Definitions

Supporting documentation means document submitted in support of an application, including but not limited to certificates of professional conduct, criminal record checks, and English language proficiency test results.

8. Process Check

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

- Policy Development Framework (required)
- Anti-Discrimination Measures (S14/15 HPOA) (required if applicable)
- Health Standards Organization BC Cultural Safety and Humility Standard policy best practices (required if applicable)
- Safe Spaces Playbook (required if applicable)
- In Plain Sight Report and Recommendations (required if applicable)

9. Resources/References

None identified at this time.



Reviewed by the Board on:		<input checked="" type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on: 2026-03-16		<input type="checkbox"/> N/A
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Drafted by: Name <i>Licensure Policy Team</i>		