College of
HEALTH AND CARE
PROFESSIONALS OF BC

Provisional Licensure

Frequently Asked Questions

A Provisional licence is granted to enable practice while waiting to complete the entry-to-practice examination(s). Provisional licensees for all nine professions are subject to the same terms and conditions:

- Provisional licensees are permitted to practise only under the supervision of a Full licensee in the same profession who has been approved by the College.
- Applicants for Provisional licensure are required to provide proof of registration for the next available examination when they apply. Applicants for Hearing Instrument Dispensing and Psychology should refer to the profession-specific instructions in the FAQs below or on the applicable profession webpage.
- Licensees must notify the College within seven days if they postpone or cancel the examination, or if they are no longer practising under the supervision approved by the College.
- A Provisional licence is granted for a maximum of 1 year but may expire or be cancelled sooner.
- The licence will expire 14 days after the Provisional licensee learns of a second examination failure.

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About Provisional licensure

What is the purpose of a Provisional licence?

A Provisional licence is intended to support timely entry into practice while a licensee completes the entry-to-practice examination(s). During this period, public protection is achieved through structured, supervised practice, in which potential risks are proactively identified, mitigated, and appropriately monitored.

What if a licensee is not ready to complete the next available examination?

A Provisional licence is intended to enable practice while waiting for an examination that may only be available at certain times per year. It is not intended to provide an extended time to prepare for the examination. Provisional licensees are expected to meet the applicable examination requirements and timelines for their profession. If you are unable to complete the next available examination, you must contact the College, as this may affect your Provisional licence.

Do I have to practise if I have a Provisional licence?

No. You are not required to practise while holding a Provisional licence. Provisional licensure is generally intended for individuals who wish to begin practising while completing the entry-to-practice examination requirement for Full licensure. If you do not intend to practise until you are eligible for Full licensure, you generally do not need to apply for a Provisional licence. However, for some professions, Provisional licensure may be required to be eligible for the entry-to-practice examination. The Licensure team will clarify requirements for individuals in those scenarios.

What title do I use once granted a Provisional licence?

A licensee who holds a Provisional licence must use the word “provisional” in conjunction with their use of an Exclusive Title (Bylaw 9.8).

Can someone with a Provisional licence apply for certified practices?

No. Certified practices are restricted activities that require additional certification from the College and are only available to Full licensees. Provisional licensees are not eligible to apply for or perform certified practices. A list of certified practices and certification requirements can be found on the Certified Practices webpage**.**

When does my Provisional licence expire, and can it be cancelled before it expires?

A Provisional licence expires on March 31 immediately following the date it was issued. It may be renewed before then (during the annual College renewal period) for the period remaining in the one-year term.

Your Provisional licence will also expire if you fail any examination for a second time. In this case it will expire 14 days after you learn of the second failure.

A Provisional licence may be cancelled before it expires if you:

- Do not attempt the examination for which you were registered
- Are no longer registered for the examination identified in your application

What is required to demonstrate that I'm registered to take the next available exam?

Profession/designation	Required document
Audiologist	Upload your examination registration receipt showing your name and the examination date.
Dietitian	Payment of the CDRE fee to CHCPBC at the time of application is required.
Hearing instrument practitioner	**ILE:** To be eligible to register for the ILE written examination, you must first be registered as a Provisional HIP. When submitting your Provisional licence application, enter an anticipated future examination date to allow you to proceed with the application. Once your Provisional licence has been issued, you will receive an examination registration email from IHS. You must register for the next available ILE written examination and provide CHCPBC with your examination registration confirmation from IHS. **HID Practical Examination:** You must contact CHCPBC after you have passed the ILE written examination and completed the practical training of 660 hours to register for the next available HID Practical Examination.
Occupational therapist	Upload receipt from Canadian Association of Occupational Therapy (CAOT) displaying your name and examination date.
Optician	Request that the National Alliance of Canadian Optician Regulators (NACOR) send confirmation to CHCPBC that you are registered for both the Optical Sciences 1 – Eyeglasses Examination and the Optical Sciences 2 – Advanced Practice Contact Lens Examination **or** upload receipt from NACOR displaying your name and examination dates.
Optometrist	Provide confirmation of registration from OEBC.
Physical therapist	Arrange for the Canadian Alliance of Physiotherapy Regulators (CAPR) to send the Verification Request Form (VRF) to CHCPBC.
Psychologist	**EPPP:** Administrative fee invoice must be paid to CHCPBC within 14 days of issuance. **Oral Examination:** Examination fee invoice must be paid to CHCPBC within 14 days of issuance to be registered for the next Oral Examination.
School psychologist	**RPE:** Examination fee invoice must be paid to CHCPBC within 14 days of issuance.
Speech-language pathologist	Upload your examination registration receipt showing your name and the examination date.

Confirmations should be sent to licensure@chcpbc.org by the organization directly unless otherwise noted above.

Refer to Schedule 6 for your profession's approved examinations.

Supervision and employment

What level of supervision is required?

Supervision must be appropriate to the Provisional licensee's practice setting and experience. The supervisor must be aware of the services being provided, be available for consultation, and provide oversight in accordance with CHCPBC's Ethics and Practice Standards and the Supervision Agreement.

Can I have more than one supervisor?

A Provisional licensee may have up to 2 supervisors.

Can I work at more than one place?

Yes, but you may still only have a maximum of 2 supervisors.

What if I've been offered a job at a place where there is nobody else in the same profession as I am?

The College will consider supervision arrangements proposed for rural or remote locations where a supervisor works in a different organization or location. Both the Provisional licensee and their supervisor must explain how the supervision will be effective. Employers should be consulted early, as supervisors may require access to records or other information necessary to fulfil their responsibilities.

Does my supervisor have to be physically present at all times?

No. A supervisor does not need to be physically present at all times. However, they must be available for consultation and provide appropriate oversight. When not physically present, they must be reachable by telephone or internet. Depending on the nature of the practice setting, services being provided, and their assessment of the Provisional licensee's competence, more direct supervision may be appropriate.

If you are a Provisional HIP completing the 660 hours of practical training, specific supervision requirements apply, which may require your supervisor to be physically present for certain activities. Please refer to Schedule 7 of the College Bylaws for further information about the required level of supervision.

I am applying for a Provisional licence and have a supervisor who is planning to be on leave partway through my expected supervision period. Can I swap supervisors?

When possible, we recommend choosing a supervisor who will be available for the entire duration of your Provisional licence to ensure consistent guidance and support as you enter the profession.

- Absence is 3 weeks or less: You must be supervised by an eligible licensee, but you do not need to have the arrangement approved by the College.
- Absence is more than 3 weeks: You must submit an alternative supervisor to the College for approval before you can continue working.

I am a Provisional licensee and would like to add another place of employment. What do I need to do?

Provisional licensees are limited to a maximum of two supervisors to ensure adequate supervision. Depending on your situation, follow the appropriate steps below:

- Adding a second supervisor for your *current* job:
  Complete the Supervision Agreement Form and email it to licensure@chcpbc.org.
- Adding a second supervisor for a new/different job:
  1. Complete the Supervision Agreement Form and email it to licensure@chcpbc.org.
  2. Log into your Licensee Portal, go to Profile Update, and add the new employment information to your profile.

Important: The Supervision Agreement must be approved by the College before you begin working in the new position or with a new supervisor.

What happens if my approved supervision arrangement ends?

You must notify the College immediately and submit a Supervision Agreement with a new supervisor. The College will advise you in writing when the new supervision arrangement is approved.

Do I need a Supervision Agreement for the entire period of my Provisional licence?

Yes, you must have an approved supervision arrangement in place at all times while you are practising under a Provisional licence.

As a Provisional licensee, can I supervise students?

No. A Provisional licensee is not permitted to assume responsibility for supervision of students or of other licensees. They may provide guidance to a student in the course of their work, but they cannot be responsible for the service the student provides to a client.

Examinations and outcomes

What should I do if I withdraw from or postpone my examination?

You must notify the College within 7 days if you postpone, cancel, or withdraw from your examination.

What happens if I am unsuccessful on my first attempt?

You must notify the College within 7 days of receiving your examination results. College staff will review your circumstances and advise you of any ongoing requirements related to your Provisional licence, including examination registration requirements. You are expected to register for the next available examination. If you are unable to do so, you must contact the College as this may result in cancellation of the Provisional licence.

What happens if I am unsuccessful on my second attempt?

You must notify the College within 7 days of receiving your examination results. Your Provisional licence will expire 14 days after you receive notice of your second unsuccessful examination attempt. This period allows for an appropriate transition of responsibilities with your employer.

What happens if I am successful on all required examination(s)?

Passing the required examination(s) does not automatically change your licence to Full. Once you have met the entry-to-practice examination requirements for Full licensure, you may apply to change your licence from the Provisional to a Full licence through the Licensee Portal.

For supervisors and employers

As a supervisor, am I responsible for all aspects of my Provisional licensee's practice?

No. Provisional licensees remain accountable for their own professional conduct and practice. Supervisors are responsible for ensuring appropriate supervision is provided, supporting safe and ethical practice, and fulfilling the responsibilities outlined in the Supervision Agreement.

I want to hire a Provisional licensee but how can I hire them before they are licensed?

The College doesn’t determine HR policies in other organizations, but employment offers could be made (and Supervision Agreements signed) pending licensure. We can consider applications that include employment that is future-dated.

Do I, as the supervisor, need to co-sign client records?

No. Co-signing documentation is not required. Although Provisional licensees must practise under the supervision of a College-approved Full licensee, they remain accountable for their own professional practice.

The Provisional licensee should discuss documentation expectations with their supervisor to ensure they understand any workplace policies and procedures. A supervisor may choose to review or co-sign some or all documentation based on the practice setting, organizational requirements, and their assessment of the Provisional licensee's knowledge, skills, and judgment.

The exception to this is Provisional hearing instrument practitioners who are completing the 660 hours or practical training. The supervisor is required to co-sign clinical records.

I am a supervisor and have concerns about the practice of my Provisional licensee.

If you have concerns regarding the competence, conduct, or practice of a Provisional licensee, you must report those concerns to the College immediately, as required by the Supervision Agreement. You may also wish to contact Practice Support to discuss relevant standards, expectations, and available resources.