

# Registration RENEWAL 2017

## A. General Requirements (see Bylaw 51)

### 1. Due Date: The following is due at the College office on or before December 31\*:

- (a) online renewal form including signed attestation and all the information requested therein (including any updates to this information).
- (b) renewal fee paid via cash, cheque, online payment, or money order.

\*The deadline of December 31st falls on a Saturday this year. If you plan to pay using a cheque or money order, please ensure that it reaches the College office no later than the 30th as the College office and building will be closed on the 31st. Electronic bank transfers and online forms can be completed up to and including the deadline of the 31st. We encourage all registrants to complete the process electronically.

**2. Reinstatement:** The registrar must cancel the registration of a registrant who has failed to pay a renewal fee or another fee within the required time: see Health Professions Act s. 21 (3). Registrants should also refer to Bylaw 52(1)(c) which requires payment of any "outstanding fees, levies or debts owed to the College."

**3. Possible Disciplinary Action:** Individuals who have been removed from the Register but continue to practice will be considered in violation of the Psychologists Regulation and the Code of Conduct.

**4. Annual Certificate:** Please see Bylaw 55(4). Registrants will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested for a fee from the College office. Bylaw 55(4) requires that current certificates be prominently displayed.

## B. Fees

**1. No Late Payments:** The College can accept cheques post-dated no later than December 31 of this year. Please see HPA s. 21(3)(b). Online payments must be made no later than December 31st. Registrants may be required to provide evidence that a request for a funds transfer was made on or before that date.

**2. Amount Due:** As noted above, Bylaw 51(2) paragraphs (b) and (c) require every registrant to deliver the amount of applicable fees for renewal as well as any outstanding fees, levies, or debts owed to the College in order to maintain registration. The College does not accept or provide for payment plans.

**3. Returned Cheques:** Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. In addition, an administrative fee of \$50.00 will be charged. Registrants who fail to pay all fees owing by the deadline will have their registration cancelled as per HPA s.21(3)(b).

**4. Paying Online:** Registrants are invited to submit their renewal fees by using the online bill pay option of any of the following: Royal Bank of Canada, Scotiabank, Bank of Montreal, Toronto Dominion Bank/Canada Trust, HSBC, CIBC, or credit unions. Your invoice number is your four-digit registration number. Follow the instructions of your online banking program, select the College of Psychologists of BC as your payee, and print off the receipt of your payment for your records.

## C. Professional Executor

As per Bylaw 51 (2)(d) Registrants are required to provide a declaration of confirmation of the appointment of a professional executor and any updated information with regard to their professional executor at renewal.

## D. Supporting Documents for Moving Into or Out of the Non-Practising Class of Registration at Renewal.

**1. Out of Province:** Registrants placing themselves in the Non- Practising (Out of Province) class must submit documentation of their registration/ licensure to practice psychology by a regulatory body in the other jurisdiction.

**2. Moving to Active Practice from Non-Practising:** Registrants who were non-practising due to medical reasons and wish to move into an active practice class must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to Active Practice, and sign Declaration B1 or B2 as appropriate. Depending on the length of time away from practice, additional information may be required regarding continuing competency activity.

## E. Changes/Additions to Information on the Renewal Form

**1. Change of Register Address:** Registrants should refer to HPA ss. 21(2) and 54(1), and Bylaw 55.3. An address for physical premises is required (i.e., post office boxes are not acceptable, except for rural addresses, in which case a registrant should provide both a land address and a post office box).

**2. Change of Address where Records are Kept or Change of Directory Address:** Registrants should indicate such changes in the space provided on the renewal form.

**3. Change of Name:** Registrants who have changed their legal name over the past year under the Name Act must provide the College with their full legal names for inclusion on the Register. The College may request supporting documentation. Registrants who have adopted new professional, business, or trade names, as a result of marriage or otherwise, must also provide these names to the College, exactly as spelled or punctuated in actual use.

**4. Change of Credentials:** Registered Psychologist registrants who are currently registered at the master's level and wish their registration status to reflect a recently-acquired doctorate degree must make a written request to have the doctorate reviewed by the Registration Committee. The request must include an original transcript sent directly to the College by the degree-granting institution. The doctorate degree will be reviewed according to current registration criteria in "Schedule H."