

**College of Psychologists of British Columbia  
Requirement to Designate a Professional Executor Information Package**

**PROFESSIONAL EXECUTOR DESIGNATION**

Dear Registrant,

This is an information package about the requirement to designate a professional executor, a requirement which is in place for renewal of registration for the 2010 year. This information package includes the following documents:

1. This letter – which is entitled “Professional Executor Designation” provides basic information about the implementation of this requirement. A decision-tree flow chart is found on the reverse side of this sheet.
2. FAQs on the Professional Executor Designation Requirement .

Document Form “C” provides the text of the declarations which registrants **will be required to sign as part of the renewal process**. Designating an executor for your professional practice and/or arranging for continuing client care or information access within your institution is part of your ensuring, in the event of your incapacity or death, that you will meet your obligations under the *Code of Conduct* concerning continuity of care for clients. The signed declaration will enable the College, in the event of your incapacity or death, to direct members of the public seeking records to the appropriate registrant, and facilitates access to and management of practice records.

The College has welcomed and reviewed feedback from a number of registrants about the requirement that registrants designate a professional executor, and has made some adjustments to how it will implement this requirement. Registrants are obligated to name a registrant of the College as a professional executor if they own any practice records and are obliged to provide other contact information in other specific circumstances.

In addition to preparing this information package, the College has established office hours in order to be able to answer any questions from registrants with regard to the declarations that ALL registrants are required to sign as part of renewal for the 2010 year.

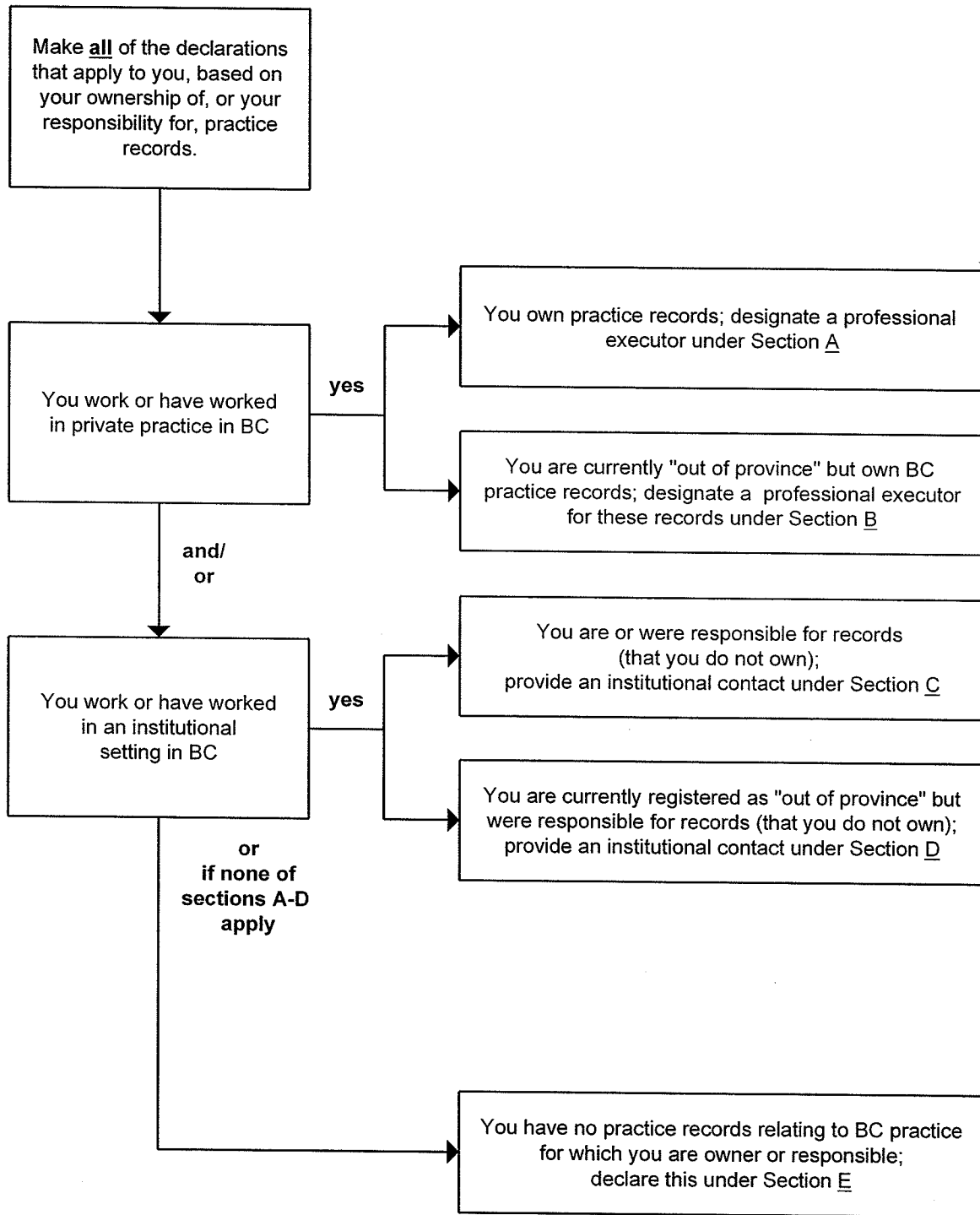
**QUESTIONS?**

If after careful review of this information package you still have questions, we invite you to **call the College during one of the office hours** established for this purpose.

Office Hours for phone access: **Every Monday afternoon, through November and December from 2-3 pm. ( 604) 736-6164 EXT. “0”**

College of Psychologists of British Columbia  
Professional Executor Designation Decision-Tree

What declarations should you make in your Declaration of Professional Executor Designation?



**FREQUENTLY ASKED QUESTIONS**

**Q: I am currently in private practice, and I have practice records. Do I need to name a professional executor?**

*A: Yes. Make a declaration in Category A.*

**Q: I was in private practice, but I'm not anymore. I have practice records. Do I need to name a professional executor?**

*A: Yes. Make a declaration in Category A.*

**Q: I work mainly in Alberta, but I have one active client in Vancouver. For the client in Vancouver, I have a practice record. Do I need to name a professional executor in British Columbia?**

*A: Yes, you must name a professional executor in BC concerning practice records for work you are, or have been, providing in BC. You must name a professional executor for as long as you are maintaining practice records for work provided in BC. Make a declaration in Category A.*

**Q: I now practice entirely in Alberta, but I have practice records from when I practiced in BC. My registration status is "Out of Province". Do I need to name a professional executor in British Columbia?**

*A: Yes, you must name a professional executor in BC concerning practice records for work you provided in BC. You must name a professional executor for as long as you are maintaining practice records for work provided in BC. Make a declaration in Category B.*

**Q: I was formerly in private practice, but I now work exclusively in an institutional setting. I made this transition several years ago. I have practice records from when I was in private practice. Do I need to name a professional executor?**

*A: Yes, as long as you retain ownership of practice records concerning past private practice clients which you have an ongoing duty to maintain under the Code of Conduct. Make a declaration in Category A. You must also name an institutional contact under Category C.*

**Q: I do most of my work in an institutional setting, but keep one or two private patients. I have practice records relating to them. Do I need to name a professional executor?**

*A: Yes. You must name another registrant as a professional executor with respect to any and all practice records that you own. Make a declaration in Category A. You must also name a contact person at your institution responsible for institutional records. Make a declaration under Category C.*

**Q: I formerly worked in an institutional setting in BC, I am now registered in the "Out of Province" category and work entirely in Ontario. I do not have ownership of any BC practice records. Do I need to name a professional executor in British Columbia?**

*A: No, make a declaration under Category D.*

**Q: I work in a mental health centre. The mental health centre owns all of the records. Do I need to name a professional executor?**

*A: No, but you must name a contact person at your institution responsible for institutional records.*

**Q: Who in my institution should I name as a contact person? I work with a part-time psychologist, but there is also a manager.**

*A: An institutional contact person need not be another registrant of the College. You should name whoever has primary responsibility for the records within the institution.*

**Q: Can I name the position responsible for institutional records, or do I need to name a particular person?**

*A: You should always name a person, but also provide that person's position. You are always free to update this information at your next renewal, or throughout the year.*

**Q: I have worked in an institution and it seems like the requirement to name a contact is indefinite. For how long will I have to name a contact?**

*A: If the institutional practice records are beyond the 7 year maintenance period (or longer in the case of working with persons under age 19), you may request an exemption from this requirement.*

**Q: Three years ago, I served as a practicum supervisor for a psychology training program. The practice records for the cases I supervised are owned and maintained by the university. Am I obligated to name someone in this case?**

*A: Yes. You should sign declaration Category C.*

**Q: Although I maintain my BC registration, I haven't lived or worked in BC in many years. I don't own or have responsibility for any BC practice records. Am I exempt from this requirement?**

*A: You may request an exemption by signing the declaration in Category E.*