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# Chronicle

NEWS AND INFORMATION FROM THE COLLEGE OF PSYCHOLOGISTS

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## Comments from the Chair

### Changes to the Bylaws and *Health Professions Act*

This edition of the Chronicle highlights recent changes to the legislation which governs the College—both the *Health Professions Act* and the College Bylaws—and registrants should review the summary provided here and access the consolidated documents available on the College website. The College is delighted with the changes to the *Health Professions Act*, and with the response of government to our substantive submissions on earlier drafts of the *Health Professions Amendments Act*, which outlines the changes to the original *Act*. Changes to the bylaws were made to ensure consistency with the Mutual Recognition Agreement under the Agreement on Internal Trade. There are also a few minor procedural changes. It is of note that all changes requested by the College were accepted. This is a reflection of the hard work, careful research and effective communication and liaison with government. A copy of the bylaw changes approved by the Ministry is enclosed for inclusion in your purple binder. Please also refer to the consolidated drafts available on our website <http://www.collegeofpsychologists.bc.ca/documents/>.

### Practice Advisory #4 – Feedback Please

Included with this *Chronicle* is a draft of Practice Advisory #4 - *Release of Records Containing Confidential Test Material, in Particular but Not Restricted to Raw Test Data*. The Board decided to circulate this as a draft to receive feedback from registrants. Any suggested changes and feedback received by November 10, 2004 will be reviewed at the November Board meeting for consideration, following which the finalized Practice Advisory #4 will be circulated to registrants. A list of all practice advisories that have been issued is included in this *Chronicle*. If you are missing any of these, they can be accessed on the College Website, [www.collegeofpsychologists.bc.ca](http://www.collegeofpsychologists.bc.ca).

### Public Members

The Board is pleased to welcome its two new public members. Daniel Fontaine and Wayne Morson were appointed to the Board for a one year term and bring new perspectives to the table.

Mr. Fontaine is the Director of Communications for 2010 LegaciesNow, an initiative of the Provincial Government and Vancouver 2010 Bid Corporation, working to ensure that all regions of B.C. benefit from the arts, volunteer, literacy, sports and recreation legacies that will come from the 2010 Winter Games. In addition, Mr. Fontaine has been involved in the Vancouver City Planning Commission, 2010 Spirit of New Westminster Committee, Burr Theatre Society, Science World and Collingwood Policing Office.

Mr. Morson is a former Branch Manager of TD Canada Trust and, prior to his retirement, held his Mutual Funds License and was an Accredited Appraiser of the Canadian Institute. He is currently a member and panel chair of the Property Assessment Review Panel, a member of the Rotary Club of Victoria, an Honourary Life member of the Queen Alexandra Foundation for Children, Trustee for the Piers Island Improvement District and was the Program Chair of the 1988 BC Summer Games.

The Board is delighted that Marguerite Ford has been reappointed for a two year term. Ms. Ford's extensive experience on various boards and as a former Alderwoman for the City of Vancouver makes her a most valued participant at the Board table and effective chair of the Inquiry Committee.

We would like to thank Barbara Passmore for her many years of service on the Board and for agreeing to continue to sit as a public member on the Inquiry Committee. Ms. Passmore is experiencing some health difficulties and we extend our best wishes for a complete recovery.

Respectfully submitted,  
Henry Harder, Ed.D., R.Psych.  
Board Chair

## IN THIS ISSUE

Comments from the Chair  
Highlights from the  
*Health Professions Act*  
Keeping Up-to-Date  
Quality Assurance Continuing  
Competency Program  
The Application Process  
The Criminal Records  
Review Program  
Insurance Coverage  
Annual Registration Renewal Process

### Also included with the *Chronicle*:

Call for Nominations  
Notice of Information Meeting  
Practice Advisory #4 – Draft  
Revised Bylaws

## RENEWAL NOTICES

Registration renewal notices will be mailed out by the College by November 1, 2004. If you have not received your notice by November 5, please contact the College.

Registrants are reminded that renewal fees must be paid by December 31, 2004. Under Section 21(3)(b) of the *Health Professions Act*, "The registrar must cancel the registration of a registrant in the register if the registrant has failed to pay a fee for renewal of registration or another fee within the required time."

See the document included with this *Chronicle* reminding registrants of all policies related to registration renewal.

# Changes to the *Health Professions Act* – Highlights

Registrants should take note of the consolidated document entitled “Consolidated *Health Professions Act Draft*” that the College has compiled and placed on the College Website under the heading, “Downloads, Legislative section” for the reference of registrants. While all of the changes are important, we take this opportunity to highlight some items of particular and immediate interest. The changes are noted below in italics.

## 1. Inspection of register

22 (1) Subject to subsection (2), the register and bylaws of a college must be open to inspection by any person free of charge at all reasonable times during regular business hours.

(2) *The registrar may refuse a person access to the register if the registrar reasonably believes that*

- (a) *the access could threaten the safety of a registrant, or*
- b) *the person seeking access is doing so for commercial purposes.*

(3) *If access is refused under subsection (2), the registrar may disclose information from the register that is determined appropriate in the circumstances.*

As noted, the Act now gives the Registrar the specific right to refuse access to the Register as described in Section 22.

## 2. Duty to report registrant

Below is an excerpt from section 32.2 of the new consolidated Act which specifies the circumstances under which a registrant must report in writing to the Registrar a registrant of another college if the registrar believes that the continuing practice by the other person might constitute a danger to the public.

32.2 (1) *A registrant must report in writing to the registrar of an other person’s college if the registrant, on reasonable and probable grounds, believes that the continued practise of a designated health profession by the other person might constitute a danger to the public.*

(2) *If a person*

- (a) *terminates the employment of an other person,*
- (b) *revokes, suspends or imposes restrictions on the privileges of an other person, or*
- (c) *dissolves a partnership or association with an other person based on a belief described in subsection (1), the person*

*must report this in writing to the registrar of the other person’s college.*

(3) *If a person intended to act as described in subsection (2) (a), (b) or (c) but the other person resigned, relinquished their privileges or dissolved the partnership or association before the person acted, the person must report this in writing to the registrar of that other person’s college.*

(4) *On receiving a report under subsection (1), (2) or (3), the registrar must*

- a. *act under section 32 (2) as though the registrar had received a complaint under section 32 (1), or*
- b. *with the prior approval of the inquiry committee, enter into an agreement with the other person*
  - i. *to set limits or conditions on the practice of the designated health profession by the other person, or*
  - ii. *to suspend the registration of the other person in order that continued practice by the other person does not constitute a danger to the public.*

(5) *Subject to the registrar’s approval, the other person, if ordered under this section to cease or restrict practice as a registrant of the college, may employ another registrant of the college to carry on the practice.*

Registrants should also note Section 32.3 and 32.4 which pertain to duty to report a hospitalized registrant for psychiatric care or treatment or treatment for addiction to alcohol or drugs and duty to report sexual misconduct.

## 3. Report and Review

One of the changes to the Act which was especially gratifying to the Board of the College was the addition of Section 34 “Report and review”. This section provides clarification for the steps to be taken where the Inquiry Committee decides to take no further action in an investigation. It clarifies that the College is obligated to notify the complainant of the decision of the Inquiry Committee and to provide to him or her the “conclusions drawn in the investigation respecting the matters alleged in the complaint”. The Inquiry Committee is thus not obliged to notify the complainant of any conclusions drawn on matters that were not alleged by the complainant but may have arisen in the Inquiry Committee’s review of the complaint. This is a positive change. This section also provides clarification of the “appeal process”. The previous version of the Act used the

term appeal for complainants who were “dissatisfied” with the decision of the Inquiry Committee not to take the matter to a hearing of the Discipline Committee. In the new Act the word appeal is no longer used and is appropriately replaced with the word “review”, which is a more accurate description of the process that takes place.

## 4. Court Orders

Another interesting section is 37.1 on Consent Orders. This section describes the process whereby registrants who have been given a citation for a hearing of the Discipline Committee under section 38 of the Act may submit to the Inquiry Committee a written proposal at any time before the commencement of that hearing outlining the actions they are prepared to take to resolve the matter.

## 5. Costs

The amended *Health Professions Act* includes the costs that may be awarded to the College where there are findings against a registrant on the basis of a discipline hearing. This also works in the reverse in that if there are no findings against a registrant, costs may be assessed against the College by the Discipline Committee.

## 6. Release of Information

Finally the College was very pleased to see the changes made as reflected in Section 53 where there are restrictions placed on release of information resulting from proceedings under the Act. What this means in practice is that agreements, for example, that are reached under the *Health Professions Act*, between the College and a registrant, will be more protected than they were previously.

## Summary

All of the changes to the *Health Professions Act* are significant and registrants are required, as per the Code of Conduct, to ensure that they are up to date on all the laws that govern their practice. In addition, the College is pleased to share with registrants the highlights above which indicate examples of the response by government to the major submissions which were made by the College about various proposed revisions. The attention given to the College’s submissions and their reflection in the revised *Health Professions Act* is validation of the effort and resources expended in making these submissions, and of the College’s commitment to ensuring that the rights of registrants are respected while meeting the mandate of public protection.

# Keeping Up-to-Date

This edition of the Chronicle provides important information on changes to the governing legislation and the College will continue efforts to keep registrants apprised of legislative changes relevant to the practice of psychology. Registrants have responsibilities in this regard. The onus is on the registrant to keep up to date. As outlined in Section 18 of the Code of Conduct, and particularly standard 18.1, "a registrant must maintain a current knowledge of, and conduct themselves so that the psychological services provided by them or their supervisees comply with the laws applicable to the provision of psychological services and with the professional standards and policies of the College as set out in this Code or in issued advisories or guidelines."

Following are some acts and legislation that may be relevant to your psychology practice. The web addresses are also included in addition to some helpful sites in researching acts and legislation.

## Helpful sites:

How to do legal searches (SFU library website) <http://www.lib.sfu.ca/researchhelp/subjectguides/crim/crim.htm#Guides>  
Searching cases by popular name (BC Courthouse Library Society website) [http://www.bccls.bc.ca/index.cfm?Group\\_ID=33365](http://www.bccls.bc.ca/index.cfm?Group_ID=33365)

## 1. Federal Legislation that may be relevant to your practice of psychology:

<http://laws.justice.gc.ca/en/index.htm>  
Criminal Code  
Divorce Act

Income Tax Act  
Personal Information Protection and Electronic Documents Act  
Privacy Act  
Youth Criminal Justice Act

## 2. Provincial Legislation that may be relevant to your practice of psychology:

Legislation and Professional Regulation: <http://www.healthservices.gov.bc.ca/leg/index.html>

Courts of B.C.:

<http://www.courts.gov.bc.ca/>

The Revised Statutes and Consolidated Regulations of B.C.

<http://www.gp.gov.bc.ca/statreg/> (also via link on the College's website)

Adoption Act  
Adult Guardianship Act  
Age of Majority Act  
Child, Family and Community Service Act  
Consumer Protection Act  
Coroners Act  
Crime Victim Assistance Act  
Criminal Injury Compensation Act  
Criminal Records Review Act  
Electronic Transactions Act  
Evidence Act  
Family Relations Act  
Freedom of Information and Protection of Privacy Act  
Health Act - Communicable Disease Regulation  
Health Care (Consent) and Care Facility (Admission) Act  
Health Professions Act & Psychologists Regulation (for all registrants)  
Health Professions Amendment Act (for all registrants)\*

Human Rights Code  
Infants Act  
Insurance (Motor Vehicle) Act  
Mental Health Act  
Motor Vehicle Act & Motor Vehicle Act Regulations  
Name Act  
Parental Responsibility Act  
Parole Act  
Personal Information Protection Act  
Public Guardian and Trustee Act  
Representation Agreement Act  
School Act  
Subpoena (Interprovincial) Act  
Trade Practice Act  
Victims of Crime Act  
Workers Compensation Act  
Young Offenders (British Columbia) Act

\* The Health Professions Amendment Act and a redline version of the *Health Professions Act* may be accessed at <http://www.healthservices.gov.bc.ca/leg/index.html>. A history of the provisions of the *Health Professions Amendment Act* in force is available at [http://www.legis.gov.bc.ca/PROCS/proc2003/pr2003\\_h.htm](http://www.legis.gov.bc.ca/PROCS/proc2003/pr2003_h.htm).

## 3. Selected Legal Decisions Relevant to Psychology Practice

McInerney v MacDonald <http://www.canlii.org/ca/cas/scc/1992/1992scc53.html>  
R v O'Connor <http://www.canlii.org/ca/cas/scc/1995/1995scc103.html>  
Smith v Jones <http://www.canlii.org/ca/cas/scc/1999/1999scc16.html>  
Master Powers\* (1994 case)  
Master Horn\* <http://www.courts.gov.bc.ca/jdb%2Dtxt/sc/99/03/s99%2D0388.txt>  
\*See summary in Fall 2002 *Chronicle*

# Quality Assurance Continuing Competency Program

Beginning with registration renewal for the 2005 year (to be sent to registrants in November, 2004) the declaration signed by registrants as part of the license renewal process will include a statement of attestation to compliance with the continuing competency program. A random selection of 10% of eligible registrants will be asked to submit their Continuing Competency Program Activities Log. The following is the process that will be utilized to select those individuals who will be required to submit proof of their compliance with the Continuing Competency Program starting in January 2005.

1. Individual slips of paper listing registration numbers for those on the Full and Limited Register will be prepared.
2. The public member on the Quality Assurance Committee will draw the registration numbers of 10% of the total registrants on the Full or Limited Register.
3. The registration numbers will be matched to the names on the Register for the purpose of sending notification. A new I.D. number will be assigned so that the responses from registrants may be reviewed anonymously.

4. These registrants will receive a letter requesting that they submit a copy of their Continuing Competency Activities Log for the past calendar year.
5. The office will affix new I.D. numbers and remove identifying information.
6. The Committee will review the log sheets and direct any questions for clarification to the registrant.

**Please note:** Registrants unable to meet the continuing competency requirement due to Limited Register status for medical or parental leave or first time registration with the College in the latter part of the year must complete the "Request for Waiver and Declaration Form" included in the renewal package.



# The Application Process

We are pleased to provide registrants with an update on the application process. We recently registered a reciprocal applicant within seven months, and recent applicants on the regular application track are generally able to become registered within about one year. Given the current application processing procedures, reciprocal applicants should be able to become registered in between six and twelve months, and regular applicants can become registered in about twelve months, provided that the applicant responds to requests for information in a timely fashion and that examinations are undertaken and successfully completed without applicant delay. The following steps are the major steps in the processing of an application:

**1. Data entry:** Applicants are asked to provide information when the College receives incomplete application forms, or when applicants select more than one area of practice.

**2. File completion:** Three completed references are required before the file can be reviewed. The College has implemented a tracking system by which applicants and referees receive regular updates on the status of outstanding documents.

### **3. File review for credentials and consistency:**

Files are reviewed once they are complete. Generally, reciprocal applicants and regular applicants who have graduated from CPA/APA accredited programs will proceed more quickly due to acceptance of coursework completed. It is not uncommon for additional clarification to be sought in one area of the application and applicants vary in their response time. Files do not proceed to the Registration Committee for permission to proceed to the exams until there has been a review of the file in light of the registration criteria.

### **4. Examinations:**

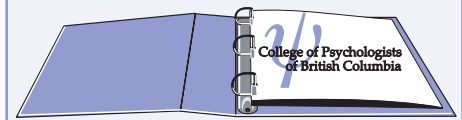
The EPPP examination is now computerized and can be written according to the applicant's schedule. The Written Jurisprudence Examination is held monthly at the College offices. The Oral Examination is scheduled as applicants are ready to proceed. Some applicants schedule their exams promptly on receiving the Registration Committee's permission, others have waited for close to one year to proceed. Applicants can write the EPPP three times, the WJE three times, and take the Oral Examination twice in any application cycle.

### **5. Requests for Extensions:**

The Registration Committee has adopted the following policy for requests for extensions as of September 15, 2004. Upon written request, applicants can request a maximum of three consecutive, four month extensions. Each extension is subject to a \$400.00 fee which may be waived in extenuating circumstances.

### **6. Re-Applications:**

The Registration Committee has adopted the following policy for re-application as of September 15, 2004. Upon re-application within two years from the application expiration or closure, applicants may re-apply upon submission of a new application form. The re-application will carry forward the following documentation from the previous application: references, provided one reference is current; transcripts; WJE scores; EPPP scores. Certificates of standing and criminal record checks must be current. The re-application fee will be the same as the current application fee. Applications will be reviewed based on the registration requirements in place at the time of the re-application.



## Practice Advisories

The following is a list of the Practice Advisories that have been issued by the College, including a draft of Practice Advisory #4 which is enclosed in this *Chronicle*.

### **Practice Advisory 1**

Billing for Services that are Psychological in Nature but Rendered by a Non-registrant

### **Practice Advisory 2**

Contact with Board Members by Registrants or Applicants who are Involved in a Current Complaint Process or Registration Issue

### **Practice Advisory 3**

Psychological Assessments for the Purposes of Assisting in Parental Responsibility Assessments including issues related to what is currently referred to as Custody and Access, Access, and Parenting Capacity Assessments

### **Practice Advisory 4**

Release of Records Containing Confidential Test Material in Particular but Not Restricted to Raw Test Data (Draft only)

### **Practice Advisory 5**

Control and Copying of Practice Records

### **Practice Advisory 6**

Legibility of Practice Records  
Practice advisories under consideration by various College committees relate to issues including appropriate response of registrants who feel endangered and sliding fee scales.

## *Fees for 2004*

The renewal fee for 2004 is the same as for 2003, remaining at \$1200. The Board wishes to advise registrants that there are currently a number of serious matters at various stages of investigation which may end up in hearings of the discipline committee. The College continues to make efforts to resolve matters through alternative means, and the Board is supportive of the efforts of the Inquiry Committee in this regard. The Board and Finance Committee are equally committed to supporting the Inquiry Committee when matters are referred to the Discipline Committee for a hearing. It may be that a special levy will be required during 2005 to cover the costs of the anticipated hearings. The Board will keep registrants informed if such a levy is required.

# The Criminal Records Review Program and the *Criminal Records Review Act*

Under the *Criminal Records Review Act*, all regulatory bodies must require that all registrants and applicants for registration provide a criminal record check authorization. The purpose of this *Act* is to help prevent the physical and sexual abuse of children. The criminal record check under this *Act* covers “Relevant Offenses” listed in Schedule 1 of the *Act* which are considered to be related to the physical and sexual abuse of children.

The College’s obligations under this *Act* are:

1. To ensure that original consents for a criminal record check under the *Criminal Records Review Act* are kept on file.
2. To investigate or review the individual’s application or registration if the Criminal Records Review Program determines there is evidence of a risk of physical or sexual abuse to children, and to take appropriate action under the *Health Professions Act*.
3. To require that registrants provide a further criminal record check if the College becomes aware of an outstanding charge for, or a conviction of, a relevant offense.
4. To notify the registrant’s employer that the College is taking action as indicated in items 2 and 3.

Registrants’ obligations under this *Act* are:

1. To report any charge or conviction to the College and provide the College with a criminal record check authorization for a further criminal record check.
2. Registrants who are employers should be familiar with this act.

The web address for the Criminal Records Review Program is: <http://www.pssg.gov.bc.ca/criminal-records-review/index.htm>.

The web address for the *Criminal Records Review Act* is: [http://www.qp.gov.bc.ca/stratreg/stat/C/96086\\_01.htm](http://www.qp.gov.bc.ca/stratreg/stat/C/96086_01.htm).

## Proposed Amendments to the *Criminal Records Review Act*

Members of the Health Regulatory Organizations of B.C., which includes the College of Psychologists, have been in discussion with representatives of the Criminal Records Review Program regarding proposed amendments to the act as follows:

1. Repeat criminal record check every five years. Currently, the procedure for administering this is unclear.
2. Additional relevant offenses related to protection of children from physical and sexual abuse (i.e., to remain current with technological advances).
3. Ability of the Registrar of the Criminal Records Review Program to request records from the College to monitor compliance with the *Criminal Records Review Act*.
4. Inclusion of post-secondary students whose studies involve work with children.

## Changes in Bylaws and Registration Committee Policy

The College is obligated to comply with the *Criminal Records Review Act* (see Section 1 (3) which is administered through the Criminal Records Review Program. The relevant acts under the *Criminal Records Review Act* do not cover all the offenses and behaviour that the College needs to be aware of in order to protect the public under the *Health Professions Act* (e.g., theft, fraud, etc.). The College’s bylaws have been amended, allowing the Registration Committee under Bylaw 47 (1) (a) to require an applicant for registration to submit “a signed criminal record authorization form under the *Criminal Records Review Act*, and any other criminal record verification form approved by the board and required by the registration committee.”

Applicants are required to provide **two** Criminal Record Checks as part of a complete application:

1. Applicants are required to provide a consent for a Criminal Record Check as per the College’s obligation under the *Criminal Record Review Act*, together with the appropriate fee. The required forms for this check are included in the application package.
2. Applicants who applied after June 17, 2004 are also required to submit original documentation to the College of Psychologists of B.C. that provides the results of a RCMP CPIC check or equivalent or other specified review, as per College Bylaw 47 (1) (a).

This review must meet the following criteria:

1. It must be completed by the RCMP or police department.
2. It must specify that it is for the purpose of registration with the College of Psychologists of B.C.
3. It is for the purpose of working with vulnerable individuals.
4. It must be the broadest check available in terms of coverage of records checked.
5. It must cover all jurisdictions in which the applicant has lived for the period of five (5) years immediately preceding this application.

## College Website

The College of Psychologists of British Columbia Website at [www.collegeofpsychologists.bc.ca](http://www.collegeofpsychologists.bc.ca) is intended to provide information to applicants and the public and to facilitate communication with registrants of the College. The Website is updated on a regular basis. It also provides links to other useful sites for registrants.

## Continuing Competency

Registrants are reminded to complete the Continuing Competency Program requirements by the end of the year. Do **NOT** send the completed Log Sheet of your activities with your registration renewal. Only those registrants who are selected for audit purposes will be requested to submit this information. Information on the selection process is included in this *Chronicle*.

# Insurance Coverage Reminders

The College requires that when individuals first come onto the register they submit proof of insurance in compliance with Bylaw 61 (i.e., applicants, and applicants for reinstatement). At renewal, registrants are required to attest that they remain in compliance with Bylaw 61. Bylaw 61 states "all registrants must maintain or be included in coverage under professional liability insurance in an amount not less than \$1,000,000 per occurrence."

## Reminders:

1. The onus is on registrants to ensure that they have appropriate insurance and to direct any questions about their coverage to their insurance provider.
2. The College requires that registrants have insurance to cover the entire range of psychological services provided by the registrant (e.g., employment, private practice).
3. The College requires that registrants have insurance to cover the entire range of psychological services provided by the registrant (vs. coverage for counselling services).
4. The College requires that registrants have insurance to cover the entire range of psychological services provided by the registrant in the jurisdiction in which the registrant practices.

In a recent article Dr. Gerald Koocher informs psychologists that insurance may be "occurrence base" which covers "any

claim that was triggered during the year the policy was in force, no matter how much later it is filed", or "claims made" which means that "both the triggering event and the coverage must occur while the policy or an annual renewal is in force." The statute of limitations is continually being challenged in the courts such that it is difficult to determine when it would be "safe" for a psychologist to no longer purchase insurance coverage after closing their practice.

Dr. Koocher recommends that psychologists investigate "tail" and "nose" coverage when moving to another jurisdiction. Tail coverage is also relevant for registrants who are closing their practice. Tail coverage refers to "insurance claims that are incurred but not reported, in any given year." Nose coverage would be relevant to registrants moving to a new jurisdiction to cover prior acts from their previous insurer if the insurance carrier does not provide insurance in the new jurisdiction.

For registrants employed in an institution, Dr. Koocher recommends clarifying the limits of the policy. It is possible that the insurance coverage provided by the institution covers complaints against the institution, but not if a complaint is made with the College or another licensing board.

Koocher, G. P. (2003). Ethical and legal issues in professional practice transitions. [Professional Psychology: Research and Practice, 34](#), 383-387.

# Workshop Co-sponsorship with BCPA

A regular dialogue has been established between the College of Psychologists of British Columbia and the British Columbia Psychological Association, including the achievement of reaching a letter of agreement by the Board of BCPA and the College.

The recent workshop co-sponsored with BCPA evoked many positive comments about the usefulness of the workshop in enhancing registrant's understanding of

the complaint process and the regulatory responsibility of the College. A large number of questions were fielded during the workshop and responses to the more than 80 written questions will be posted on the College website, along with the references and other materials from the workshop in the downloads section under Ethics Workshop Materials.

The College looks forward to collaborating with BCPA on such workshops in the future.

## Incorporation

The College of Psychologists of British Columbia does not have, and has not requested to have a regulation under Part IV of the *Health Professions Act*. Such a regulation would provide the provisions for carrying on a designated health profession corporation. The decision not to regulate health profession corporations at this time is the combination of limited resources and the fact that the College already has in existence clear ethical standards in addition to a clear policy on company names. A copy of this document is available on the College Website.

The College is requested to approve company names by the Ministry of Finance, Corporate and Personal Property Registries. All decisions in regard are made on the basis of the College policy.

## Draft Practice Advisory #4

Accompanying this *Chronicle* is a draft of Practice Advisory #4. Because of the importance of the issues reflected in the advisory, the Board and College Committees invites your feedback and comments. Comments and feedback received prior to November 10, 2004, will be considered in finalizing this practice advisory.

**Information meeting  
November 18th  
2004.  
See notice enclosed.**

# Annual Registration Renewal Policies for Dec. 31, 2004

<b>A. General Requirements</b>	
<b>1. Due Date</b>	Each registrant of the College must 1) pay to the College an annual renewal fee and 2) submit the completed renewal form on or before December 31 of each year. This applies to all registrants regardless of placement on the Full or Limited Register
<b>2. Mailing of Materials to the College</b>	Registrants are personally responsible to ensure that the renewal fee and completed renewal form arrive at the College by December 31. Registrants are encouraged to take institutional financial processing and mailing procedures into account in ensuring that materials arrive at the College by the due date.
<b>3. Reinstatement</b>	<p>As per the Health Professions Act, s 21 (4), "A board may, on grounds the board considers sufficient, cause the registration of a former registrant to be restored to the register on payment to the board of (a) any fees or other sums in arrears an owing by the former registrant to the board, and (b) any reinstatement fee required by the bylaws."</p> <p>As per bylaw 54(1), "A former registrant whose registration was cancelled under section 21(3) of the Act may be reinstated by the board under section 21(4) of the Act if the former registrant submits</p> <ul style="list-style-type: none"> <li>a. a signed and completed application for reinstatement in Schedule H,</li> <li>b. all documents, fees, and information required for renewal of registration in section 53(3), and</li> <li>c. a reinstatement fee in an amount equal to 35% of the registrant's annual registration renewal fee.</li> </ul> <p>(2) The board may waive all or any part of the reinstatement fee referred to in subsection (1) (c) if the board is satisfied that imposition of the fee would cause undue financial hardship for the former registrant."</p> <p>Registrants who are reinstated within a six month period of being removed from the register for reasons of non-payment of fee will retain their title (e.g., psychologist). Registrants who are removed from the register for longer than six months will need to make an application for registration as a new applicant according to criteria in place at the time of application.</p>
<b>4. Possible Disciplinary Action</b>	Individuals who practice psychology after they have been removed from the register will be considered to have violated the Code of Conduct and the Psychologists Regulation.
<b>5. Annual Certificate</b>	As per bylaw 53(8), "a registrant must prominently display his or her current annual certificate in the premises routinely used by the registrant to practice psychology." Receipt and annual certificate(s) will be mailed to those who have completed their renewal.
<b>B. Fees</b>	
<b>1. No Late Payments</b>	As per the Health Professions Act, s. 21(3)(b), "The registrar must cancel the registration of a registrant in the register if the registrant has failed to pay a fee for renewal of registration or another fee within the required time." Registrants who submit their payments after December 31 will be removed from the register (see Reinstatement and Possible Disciplinary Action).
<b>2. Amount Due</b>	The full amount (\$1200) is due on or before December 31. There are no payment plans. Cheques may be post-dated no later than December 31, 2004. Cheques dated after December 31, 2004 will not be accepted.
<b>3. Returned Cheques</b>	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.
<b>C. Renewal Form, Attestation, and Supporting Documents</b>	
<b>1. Quality Assurance Program</b>	REMINDER: DO NOT SEND ANY DOCUMENTS TO THE COLLEGE AT THIS TIME. Registrants will be required to sign an attestation regarding their compliance with the Quality Assurance Program. After renewal, a random sample of registrants will be asked to supply documentation.

*continued on page 8*



<b>2. Insurance</b>	As per bylaw 61, "All registrants must maintain or be included in coverage under professional liability insurance in an amount not less than \$1,000,00 per occurrence." Registrants are required to sign an attestation that they have insurance in compliance with bylaw 61.
<b>3. Limited Register</b>	<p>a) Limited Register - Out of Province. Registrants placing themselves on the Limited Register - Out of Province must submit documentation of their registration/licensure to practice psychology by a regulatory body in the other jurisdiction.</p> <p>b) Limited Register - Non-Practicing. Registrants placing themselves on the Limited Register - Non-Practicing must indicate the reason for placement in this category.</p> <p>c) Limited Register - Retired. Registrants placing themselves in this category are not expected to return to practice. There is a one-time six-month grace period for registrants who reconsider their decision to resume practice. After this one-time six-month period, registrants who request to resume active practice must make an application as a new applicant and meet current registration criteria.</p>
<b>D. Making Changes at Renewal</b>	
<b>1. Change of Register Address</b>	Registrants are reminded that bylaw 50(3) states "If there is a change in the information on the full register or limited register respecting a registrant, the registrant must, within 30 days of the effective date of change, provide the registrar with new information." There is a \$100 processing fee if a registrant has not notified the College of a change to the register. As per the Health Professions Act, 21(2), "The registrar must maintain a register and must enter in it the name and address of every person granted registration under section 20." Please note that under the Health Professions Act, 54(1), "If a notice or other document is to be delivered to a person under this Act, the regulations or the bylaws, it is deemed to have been received by the person 7 days after the date on which it was mailed if it was sent by registered mail, . . . in the case of a document to be delivered to a registrant, to the last address for the registrant recorded in the register referred to in section 21(2). . ." A legal address is required (i.e., no post office boxes except for rural addresses in which case both a land address and post office box are required).
<b>2. Change of Address where Records are Kept or Change of Directory Address</b>	Registrants should indicate such changes in the space provided on the renewal form.
<b>3. Change of Name</b>	Registrants who have changed their name over the past year are required to review the Name Act and the requirements of the BC Vital Statistics Agency, and provide the appropriate documentation to support a legal name change. See the following document available on the College website for the name change policy: <a href="http://www.collegeofpsychologists.bc.ca/documents/ACF886.pdf">http://www.collegeofpsychologists.bc.ca/documents/ACF886.pdf</a>
<b>4. Change of Registration Categories</b>	There is no criminal record check required for a registrant to change from one registration category to another. Registrants moving to the Limited Register - Out of Province or Limited Register - Non-Practicing must provide the supporting documentation as above. Registrants who were on the Limited Register - Non-Practicing due to medical reasons must submit documentation attesting to their readiness to resume the practice of psychology if they are planning to move to the Full Register.
<b>5. Change of Credentials</b>	Registrants who are currently registered at the masters' 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. The doctorate degree will be reviewed according to current registration criteria (available on the College website under Applications).
<b>6. Change of Area of Practice</b>	At renewal, registrants sign an attestation declaring their competence in one or two areas of practice. The self-declared areas of practice will be listed on the renewal form. Any changes or additions must be accompanied by an explanation of the change and will be reviewed by the Registration Committee.



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