

# College of Chiropractors of British Columbia

## How do I change my registration status?

Please read the following paragraph carefully. It identifies the sections of this form that are relevant to your application to change your registration status.

If you are applying to change your registration status in the College of Chiropractors of British Columbia (the "CCBC"):

- (a) from a **limited registrant** to a **full registrant** – see sections **1 and 4**;
- (b) from a **full registrant** to a **non-practicing registrant** – see section **2**;
- (c) from a **non-practicing registrant** to a **full registrant** – see sections **3 and 4**.

**Note:** All required fees, information and documentation must be received before your application will be processed.

1. **To change your registration status from a LIMITED REGISTRANT to a FULL REGISTRANT, you must provide the Registrar with:**
  - (a) either
    - (i) evidence satisfactory to the Registration Committee of
      - (1) a degree or diploma in your name issued by a recognized chiropractic education program<sup>1</sup>, and
      - (2) your results for the specified examinations<sup>2</sup> written less than 3 years prior to the date of your application for registration, or
    - (ii) any other evidence previously identified by the Registration Committee as necessary to show that your knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement or other qualifications established by graduating from a recognized chiropractic education program<sup>1</sup> and successfully completing the specified examinations<sup>2</sup>;
  - (b) payment of the \$320 change in registration status fee;
  - (c) payment of any difference between the LIMITED REGISTRANT registration or registration renewal fee you have paid for the current year and the FULL

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<sup>1</sup> The recognized chiropractic education programs are listed in Schedule "B" of the Bylaws. A copy of Schedule "B" is attached to this form or is available on the CCBC website, [www.bcchiro.com](http://www.bcchiro.com).

<sup>2</sup> The examinations currently specified by the Registration Committee for satisfaction of this requirement are the Canadian Chiropractic Examining Board examinations, Components A, B and C.

REGISTRANT registration or registration renewal fee applicable to your seniority, prorated on a quarterly basis<sup>3</sup>;

- (d) proof of professional liability insurance as required in section 84 of the Bylaws<sup>4</sup>; and
- (e) proof of having completed the applicable requirements of the quality assurance program – including all required continuing education hours and any outstanding practice self-review<sup>5</sup>.

**2. To change your registration status from FULL REGISTRANT to NON-PRACTICING REGISTRANT, you must provide the Registrar with:**

- (a) a completed and signed Form 2 “Application for Registration”, a copy of which is attached to this form or is available on the CCBC website, [www.bcchio.com](http://www.bcchio.com);
- (b) payment of the \$75 change in registration status fee;
- (c) payment of any other outstanding fee, debt or levy that you currently owe to the CCBC under the *Health Professions Act* or the *Chiropractors Act*;
- (d) proof of professional liability insurance as required in section 84 of the Bylaws<sup>4</sup>; and
- (e) a statutory declaration that you will not provide chiropractic services in British Columbia while you are registered as a NON-PRACTICING REGISTRANT, an example of which is attached to this form.

**3. To change your registration status from NON-PRACTICING REGISTRANT to FULL REGISTRANT, you must provide the Registrar with:**

- (a) a completed and signed Form 10 “Application for Return to Full Registration”, a copy of which is attached to this form or is available on the CCBC website, [www.bcchio.com](http://www.bcchio.com);
- (b) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: [www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf));
- (c) if you have been practicing chiropractic or another health profession in any other jurisdiction (Canadian or foreign) during the time that you have been a

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<sup>3</sup> The Registrar will advise you regarding the amount of the fee owing.

<sup>4</sup> Section 84 of the Bylaws provides as follows:

84. (1) All full, limited, student and temporary registrants, and all employees of registrants or health profession corporations to whom aspects of practice involving patient assessment or treatment are delegated under Part 9, must obtain and at all times maintain professional liability insurance coverage in an amount of at least \$2,000,000 per claim in a form that is satisfactory to the college.

(2) For a period of 5 years following the grant of non-practising registration under section 47(1), a non-practising registrant must maintain insurance coverage in the amount and form specified in subsection (1) against liability arising from the practice of chiropractic while he or she was a full, limited or temporary registrant or a member of the college under the *Chiropractors Act*.

<sup>5</sup> See sections 57 to 60 of the CCBC Bylaws which are available on the CCBC website, [www.bcchiro.com](http://www.bcchiro.com).

NON-PRACTICING REGISTRANT, an authorization for a criminal record check in that jurisdiction;

- (d) if, during the time that you have been a NON-PRACTICING REGISTRANT, you have been authorized to practice chiropractic or another health profession in any other jurisdiction (Canadian or foreign), a letter or certificate, in a form satisfactory to the Registration Committee and dated within 60 days prior to the date of your application, from each body responsible for the regulation of the profession(s) specifying particulars of any cancellation, suspension, limitation or conditions on your entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on your entitlement to practice;
- (e) proof of completion of all applicable requirements of the quality assurance program<sup>5</sup>, as though you had not ceased to be a FULL REGISTRANT;
- (f) payment of the \$320 change in registration status fee;
- (g) payment of any difference between the NON-PRACTICING REGISTRANT registration or registration renewal fee you have paid for the current year and the FULL REGISTRANT registration renewal fee applicable to your seniority, prorated on a quarterly basis<sup>3</sup>;
- (h) payment of any other outstanding fee, debt or levy that you currently owe to the CCBC under the *Health Professions Act* or the *Chiropractors Act*;
- (i) proof of professional liability insurance as required in section 84 of the Bylaws<sup>4</sup>; and

**further, if you have not been a FULL REGISTRANT for 3 or more years prior to the date of your application, you must either:**

- (j) successfully complete a clinical skills examination specified by the Registration Committee, or
- (k) satisfy the Registration Committee that your knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement or other qualifications established by graduating from a recognized chiropractic education program<sup>1</sup> and successfully completing the specified examinations<sup>2</sup>.

#### **4. Appeal and review of refusal to change registration status**

##### Appeal to the Supreme Court

You may appeal to the British Columbia Supreme Court only if the Registration Committee

- refuses your application for change in status from LIMITED REGISTRATION or NON-PRACTICING REGISTRATION to FULL REGISTRATION, or
- grants that change in registration status, but
  - for a limited time, or
  - subject to limits and conditions on your practice of chiropractic

for one of the following reasons:

- (a) your entitlement to practice a health profession has been cancelled or suspended in British Columbia or another jurisdiction,
- (b) you are currently subject to an investigation, review or other proceeding in British Columbia or another jurisdiction that could result in your entitlement to practice a health profession being cancelled or suspended,
- (c) you voluntarily relinquished your entitlement to practice a health profession in British Columbia or another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in your entitlement to practice a health profession being cancelled or suspended,
- (d) you have been convicted of an indictable offence; or
- (e) you have failed to authorize a criminal record check, or as a result of a check the Deputy Registrar under the *Criminal Records Review Act* has determined that you present a risk of physical or sexual abuse to children.

You must commence that appeal within 30 days of the day on which you receive notice from the Registration Committee that your reinstatement has been refused or only granted with limits or conditions.

#### Review by the Health Professions Review Board

If for any other reason your application for change in status from LIMITED REGISTRATION or NON-PRACTICING REGISTRATION to FULL REGISTRATION is refused or granted subject to limits or conditions on the practice of chiropractic, you may apply to the Health Professions Review Board for a review of that decision.

You must apply to the Review Board for a review within 30 days of the day on which you receive notice from the Registration Committee that your reinstatement has been refused or only granted with limits or conditions.

Information about the Review Board's process is available online at [www.hprb.gov.bc.ca](http://www.hprb.gov.bc.ca), or by contacting the Review Board by mail at PO Box 9429 Stn Prov Govt, Victoria BC V8W 9V1, or by telephone at (250) 953-4956, or toll free (within B.C.) at 1-888-953-4886.