

REGISTRATION RENEWAL INFORMATION

Under the new Health Professions Act (“HPA”) all members must complete a registration renewal form annually and submit it to the College, with the appropriate payment of fees on or before 4:30 PM on July 31, 2009.

All required documentation must be received before your application for registration renewal will be processed.

Please read the following carefully. It identifies the sections of the Registration Renewal Form that are relevant to your renewal application.

Renewal registration categories under the HPA include:

- a) Full Registration – members in practice that have met all the requirements for CCBC (College of Chiropractors of BC) licensure, see section **1 below**;
- b) Limited Registration – a limited registrant may only provide chiropractic services under the general supervision of a full registrant and may not delegate any aspect of practice involving patient assessment or treatment, see section **2 below**;
- c) Non-Practicing Registration – retired members or members presently not practicing in B.C. see section **3 below**; or
- d) Temporary Registration – out of province short-term registration (Olympics, or other sports events). section **4 below**.

The Health Professions Act does not offer the **Seniors or Retired Locum** categories. However, they have empowered the Registration Committee to offer consideration to individual members for *undue hardship* or *special circumstances*. **Should you wish to apply for consideration, please notify the College office by June 15, 2009.**

1. To renew your registration as a FULL REGISTRANT, you must provide the Registrar with:

- (a) a completed and signed Application for Registration Renewal (Form 4), a copy of which is attached or completed online.
- (b) a cheque, internet banking, online payment or credit card for the registration fee in the amount of:
 - (i) for first year registrants \$475
 - (ii) for second year registrants \$575
 - (iii) for third year registrants \$675
 - (iv) for all other full registrants \$1,550

- (c) payment of any other outstanding fee, debt or levy that you owe to the CCBC under the *Health Professions Act*;
- (d) proof of professional liability insurance as required in section 84 of the Bylaws*;
and
- (e) proof of having completed the applicable requirements of the quality assurance program**.

2. To renew your registration as a LIMITED REGISTRANT one time, for a period of up to one year, you must provide the Registrar with:

- (a) a completed and signed Application for Registration Renewal, a copy of which is attached to this Renewal Information Form or completed online; and
- (b) a cheque, internet banking, online payment or credit card for the \$550 registration renewal fee.

3. To renew your registration as a NON-PRACTICING REGISTRANT, you must provide the Registrar with:

- (a) a completed and signed Application for Registration Renewal, a copy of which is attached to this Renewal Information Form or completed online;
- (b) a cheque, internet banking, online payment or credit card for the \$37 registration fee;
- (c) payment of any other outstanding fee, debt or levy that you owe to the CCBC under the *Health Professions Act* or the *Chiropractors Act*; and
- (d) proof of professional liability insurance as required in section 84 of the Bylaws* .

4. To renew your registration as a TEMPORARY REGISTRANT one time, for an additional period of up to 90 days, you must provide the Registrar with:

- (a) a completed and signed Application for Registration Renewal, a copy of which is attached to this Renewal Information Form (delivered to the registrar prior to the expiration of the temporary registration originally granted to you) or completed online;
 - (b) a cheque, internet banking, online payment or credit card for the \$25 registration fee; and
 - (c) proof that your right to work in Canada has been extended for the additional period of temporary registration that you are seeking.
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FAILURE TO REINSTATE BY 4:30 PM ON JULY 31, 2009 WILL RESULT IN AUTOMATIC SUSPENSION FROM PRACTICE.

If you wish to reinstate your licensure before two months lapse there will be a \$200 reinstatement fee. If you reinstate after two months has lapsed the reinstatement fee is \$400.

We have provided Form 4, *Application for Registration Renewal*, in hard copy. We prefer you to access it through your CCBC member's log-in, filling it out on line. With respect to completing Form 4 on-line you will be making a declaration that you have read and understand the statements and that you declare the statements to be true. No signature will be required. Alternately you may choose to return the hard copy by mail to the Board office, but we are not accepting faxed documents.

***By signing Form 4, registrants are confirming they have adequate liability insurance. There is no need to provide a certificate of proof.**

* 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.

****By signing Form 4, registrants are confirming they have completed the minimum requirement for Continuing Education credits for the period ending July 31, 2009.**

** Part 5 of the CCBC Bylaws

Continuing education

57. Every 2 years of either full or limited registration, or any combination of both, a registrant must complete 24 hours of continuing education including 6 hours of mandatory diagnostic imaging and any mandatory courses required by the board.

Criteria and guidelines

58. The quality assurance committee must establish criteria and guidelines for achieving the continuing education hours required under section 57.

Proof of compliance

59. Each registrant must prove his compliance with the requirements of section 57 by submitting to the quality assurance committee prior to the end of each 2 year period such proof of compliance as the quality assurance committee may establish.