



Policy Category:	Policy Title:	Policy #:
Registration	Registration & Certified Practice Certificate Renewal Requirements	POL-R-11
Regulation Bylaw Reference:		HPA Reference:
Bylaw Sections 62, 64, 78, 80, 94		Section 19
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DEFINITIONS

“Former registrant” means an individual who has not renewed their registration by the renewal deadline of March 31st of any given year. Former registrants must not practise or use a reserved title.

“Registration year” means the 12-month period between April 1st and March 31st of any given year.

“Reinstatement (of registration)” means the reinstatement of a former registrant’s registration, which was cancelled by CSHBC due to a failure to complete the renewal process. Applications for reinstatement are accepted during the 30-day period between April 1st and April 30th of any given year. Reinstatement is available to Full and Non-practising registrants only.

“Reinstatement (of a Certified Practice certificate)” means the reinstatement of a Certified Practice certificate that has been cancelled due to a registrant’s failure to renew it by its expiry date. Applications for Certified Practice certificate reinstatement are accepted during the 30-day period between April 1st and April 30th of any given year.

“Renewal” (of registration)” means the process by which registrants extend their registration to the end of the following registration year. The renewal deadline is March 31st of any given year.

“Renewal (of a Certified Practice certificate)” means the process by which registrants with one or more Certified Practice certificate(s) extend the validity of that/those certificate(s) by a period of three years. Certified practice certificates must be renewed by March 31st of the year in which they expire.

“Quality Assurance & Professional Practice (QAPP) reporting cycle” means a three-year cycle running from January 1st to December 31st of the relevant years (e.g., January 1, 2022 to December 31, 2024) during which registrants must meet, and report to CSHBC, the required number of continuing competency credits and practice hours.

PURPOSE

The purpose of this policy is to:

- outline the requirements for registration renewal and certified practice certificate renewal or reinstatement;
- provide clear and concise language regarding the consequences of a failure to meet registration renewal or reinstatement requirements; and
- provide clear and concise language regarding failure to meet the certified practice certificate renewal or reinstatement requirements.

SCOPE

This policy applies to the following registration classifications:

- Full (including holders of Certified Practice certificates)
- Conditional
- Non-practising

POLICY

PART 1 – REGISTRATION RENEWAL & REINSTATEMENT

Registration renewal requirements

Under section 78 of the College of Speech and Hearing Health Professionals of British Columbia (CSHBC) Bylaws, to be eligible for **renew** their registration, registrants, and former registrants whose registration expires on March 31st of the current year must:

- Submit a renewal application – renewal applications must be submitted online, in the CSHBC Registrant Portal.
- Pay the renewal fee, as well as any outstanding fees, debts, or levies owed to CSHBC, if applicable – registrants pay their renewal fees electronically, as part of their online renewal application.
- Provide proof of the required professional liability insurance coverage (Full and Conditional registrants only) – registrants provide this information as part of their online renewal application.
- Meet the requirements of CSHBC’s Quality Assurance & Professional Practice (QAPP) Program relevant to their registration classification(s) – these requirements are set out in the *Attaining & Maintaining Practice Competence* (SOP-PROF-02) standard of practice.
- Complete the CSHBC online learning modules *Jurisprudence* and *Client Consent* (registrants in their first year of registration only).

NOTE: Registrants with more than one registration are required to pay an additional renewal fee for each additional registration being renewed.

Registration reinstatement requirements

Under section 80 of the CSHBC Bylaws, to be eligible to **reinstate** their registration, former Full, Conditional, and Non-practising registrants must:

- Have been in good standing when their previous registration was cancelled.
- Not be in contravention of the *Health Professions Act*, the Speech and Hearing Health Professionals Regulation (the “Regulation”), and the CSHBC Bylaws.
- Submit a reinstatement application – reinstatement applications must be submitted online, via the registration renewal function in the CSHBC Registrant Portal.
- Pay the reinstatement fee, as well as any outstanding fees, debts, or levies owed to CSHBC, including the renewal fee – former registrants pay their outstanding fees electronically, as part of the online application.
- Provide proof of the required professional liability insurance coverage (Full registrants only) – registrants provide this information as part of their online application.
- Meet the requirements of CSHBC’s Quality Assurance & Professional Practice (QAPP) Program – these requirements are set out in the *Attaining & Maintaining Practice Competence* (SOP-PROF-02) standard of practice.
- Complete the CSHBC online learning modules *Jurisprudence* and *Client Consent* (registrants in their first year of registration only).

NOTE: A separate reinstatement fee (\$500) applies for each registration being reinstated.

Failure to meet registration renewal & reinstatement requirements

Registrants and former registrants failing to meet any of the requirements set out in the section above will not be permitted to renew or reinstate their registration until they demonstrate that all requirements are met.

Registrants who have not met their practice competence requirements by December 31st of the year that the CSHBC QAPP reporting cycle ends will be blocked from renewing their registration for the next registration year (April 1st to March 31st of any given year) until their deficiency plan(s) have been approved by the Registration Committee¹.

Registrants who have not met their practice competency requirements, and who have not had their deficiency plan(s) approved by the March 31 following the end of the QAPP reporting cycle, are not eligible to renew or reinstate their registration. After April 30, if the former registrant in question wishes to regain registration with CSHBC, they must re-apply for registration under sections 82 and/or 85 of the CSHBC Bylaws and have their application approved before resuming practice.

¹ On the recommendation of the QAPP Committee.

For more information about meeting practice competence requirements, see the CSHBC standard of practice *Attaining & Maintaining Practice Competence* (SOP-PROF-02).

It is a registrant's or former registrant's responsibility to ensure they meet all requirements in advance of the relevant deadline. The following section – Part 2 - Registration Renewal & Reinstatement Deadlines – sets out what these deadlines are and the consequences of not meeting them.

PART 2 – REGISTRATION RENEWAL & REINSTATEMENT DEADLINES

March 31st deadline: registration renewal

The CSHBC registration year runs from April 1st to March 31st. The deadline to renew registration ends at midnight on March 31st annually. Registrants have a legal and professional responsibility to renew their registration if they wish to practise their profession(s) in BC after March 31st.

Registrants who no longer wish to practise in British Columbia in the upcoming registration year, should inform CSHBC prior to the March 31st registration renewal deadline.

April 30th deadline: 30-day reinstatement period for former registrants

Registrants who fail to renew their registration by March 31st are no longer registrants of CSHBC and are no longer legally entitled to practise or use a reserved title in BC; doing so would constitute unlawful practice and/or unlawful use of a reserved title, subject to legal action by CSHBC.

Former registrants whose registration was cancelled due to their failure to complete the renewal process by the March 31st deadline may apply to reinstate their registration during the 30-day reinstatement period, which runs from April 1st to April 30th. The deadline for reinstatement of registration therefore ends at midnight on April 30th annually. A reinstatement fee of \$500 applies, on top of the registration renewal fee(s).

Former registrants must not practise or use a reserved title until they receive confirmation from CSHBC that their application for reinstatement has been approved.

As of May 1st, a full application under sections 82 and/or 85 of the College Bylaws will be required. Former registrants will need to meet all current registration requirements and have their application approved before they may resume practice and use of a reserved title.

Certified Practice certificates & registration renewal

Certified Practice (CP) certificates are not automatically renewed as part of the registration renewal process. See Part 3 below for further information about CP certificate renewal.

If a former registrant reinstates their registration, any non-expired CP certificates will remain valid for the remainder of the 3-year life of the certificate.

The CP reinstatement period is aligned with the registration reinstatement period, so registrants submitting a reinstatement application will have the opportunity to reinstate any expired CP certificates at that time.

As of May 1st, registrants will not have the option of reinstating any expired CP certificates; they will need to re-apply for certification if they wish to provide services authorized under the Regulation and the relevant CP certificate(s).

Unlawful practice & unlawful use of title

Former registrants who fail to renew their registration(s) must not practise their profession(s) and must not use a reserved title in BC in any circumstances. Such action would constitute unlawful practice and unlawful use of a reserved title respectively.

CSHBC takes instances of unlawful practice and unlawful use of title very seriously; anyone engaging in these activities will be subject to legal action.

PART 3 – CERTIFIED PRACTICE CERTIFICATE RENEWAL & REINSTATEMENT

Certified Practice certificate renewal & reinstatement requirements

Section 94 of the CSHBC Bylaws provides that, to be eligible to **renew** a Certified Practice (CP) certificate, in advance of the expiry date of that certificate registrants must:

- Submit an application for renewal of the CP certificate – CP certificate renewal applications must be submitted online, in the CSHBC Registrant Portal.
- Declare that they continue to provide the services authorized by the CP certificate and can supervise a CP trainee if required – registrants make this declaration as part of the online CP certificate renewal application.
- Pay the CP certificate renewal fee(s) – registrants pay their CP Certificate renewal fees electronically, as part of their online renewal application.

NOTE: Registrants must pay a CP certificate renewal fee for each CP certificate being renewed.

- Provide evidence of meeting the 4 Continuing Competency Credit (CCC) requirement applicable to each certificate – these requirements are set out in the CSHBC standard of practice *Attaining & Maintaining Practice Competence* (SOP-PROF-02).

To be eligible to **reinstate** a CP Certificate, a registrant must:

- Meet the requirements for CP certificate renewal under section 94 of the CSHBC Bylaws, as described above.
- Pay the CP reinstatement fee – registrants pay their CP Certificate reinstatement fees electronically, as part of their CP reinstatement application.

NOTE: The CP certificate reinstatement fee applies to each CP certificate being reinstated.

PART 4 – CERTIFIED PRACTICE RENEWAL & REINSTATEMENT DEADLINES

Certified Practice certificate -- renewal deadline

Registrants must renew any CP certificates expiring on March 31st of the year in question.

If a CP certificate is not renewed prior the March 31st renewal deadline, that certificate is cancelled as of April 1st.

Registrants failing to renew their CP certificate(s) must cease engaging in the relevant certified practice(s); continuing to perform these activities would constitute unlawful practice. In addition, such registrants must not indicate that they hold the certificate(s) which has/have expired.

Reinstatement: 30-day reinstatement period

Registrants failing to renew their CP certificate by March 31st may apply to reinstate it during the 30-day reinstatement period (i.e., by April 30th). Registrants must pay a reinstatement fee for each certificate.

Registrants who apply for reinstatement of a CP certificate after March 31st, are not legally entitled to perform the relevant activity(ies) in BC until they receive notification from CSHBC that their application has been approved.

Applications for CP certificate reinstatement received more than 30 days after the certificate was cancelled will not be accepted. After more than 30 days, registrants must re-apply for the relevant CP certificate under section 91 of the CSHBC Bylaws.

Unlawful practice

Any registrant performing activities that fall under the scope of a CP certificate who does not hold that certificate is engaging in unlawful practice.

CSHBC takes instances of unlawful practice and unlawful use of title very seriously; anyone engaging in these activities will be subject to disciplinary action.

PART 5 – REGISTRANT RESPONSIBILITIES

Renewal reminders & responsibilities

As set out in CSHBC Bylaw section 78(2), CSHBC must notify registrants no later than January 31st of the renewal fee due by March 31st, and of the consequences of late or non-payment of the renewal fee.

As a courtesy, CSHBC may distribute renewal reminders to registrants. However, it is a registrant's own professional and legal responsibility to ensure they renew on time.

NOTE: Pursuant to CSHBC Bylaw section 81, registrants are responsible for immediately notifying CSHBC of any change to their contact information, via the Registrant Portal. CSHBC is not responsible for any non-delivery of communications, including renewal reminders, due to an unreported change in contact information.

CSHBC RELATED DOCUMENTS

Attaining & Maintaining Practice Competence (SOP-PROF-02)

Certified Practice & Above Entry-Level Practice (SOP-PROF-06)

Conditional Registration Requirements (POL-R-06)

Reserved Titles & Credentials (POL-QA-01)