



Procedure Category:	Procedure Title:	Procedure #:
Registration	Standard & Non-standard Applications	PROC-R-02
Bylaw Reference:		HPA Reference:
Bylaw sections 64, 66, 82, 85 & 90-92		Sections 19 & 20
Authorization:	Date Approved:	Last Revised:
Registration Committee	September 1, 2020	June 21, 2022

## DEFINITIONS

**“Standard application”** means an application which clearly meets the requirements as defined by the CSHBC Bylaws and CSHBC policy and practice standards.

**“Non-standard application”** means an application which appears to diverge from the requirements as defined by the CSHBC Bylaws and CSHBC policy and practice standards. This includes clear departures from the requirements, as well as nuances for which existing CSHBC policy does not apply.

Appendix A lists the various requirements for registration and Certified Practice (CP) certification, and details how these appear in a “standard” application. A non-exhaustive set of examples of what may constitute a “non-standard” application is also provided.

## PURPOSE

To provide criteria to assist staff and committees in distinguishing between standard and non-standard applications for registration and CP certification, and to set out the process by which these different types of applications are handled and approved.

## SCOPE

This policy sets out the roles of CSHBC staff, the Registrar, the Registration Committee, and the Quality Assurance and Professional Practice (“QAPP”) Committee, with respect to the processing and approval of standard and non-standard applications for registration (including applications from non-practising registrants wishing to convert to Full registration status) and CP certification.

## POLICY

### 1. PROCESS – APPLICATIONS FOR REGISTRATION

- 1.1. CSHBC Registration & Certification staff conduct an initial review of applications and application documents received. Assisted by the examples provided in Appendix A to this policy, they identify whether an application appears to be standard or non-standard.
- 1.2. If uncertain whether an application is standard or non-standard, Registration staff will discuss the application with the Registrar, Deputy Registrar, and/or Legal counsel.

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### ***Standard Applications for Registration***

- 1.3. The Registration Committee has delegated authority to the CSHBC Registrar to grant registration to those who meet the conditions for registration, and whose applications are considered to be standard applications.
- 1.4. If, in reviewing an application originally assessed as CSHBC staff as a standard application, the Registrar disagrees with this assessment, the Registrar will not grant registration and the steps outlined at sections 1.5 to 1.13, below, will apply.

### ***Non-standard Applications for Registration<sup>1</sup>***

- 1.5. CSHBC Registration & Certification staff will consider the non-standard application and identify any further information that may assist the Registration Committee in making a decision in respect of that application. Registration staff may seek assistance from the Registrar, Deputy Registrar, and/or Legal counsel in this regard.
- 1.6. CSHBC Registration & Certification staff will contact the applicant and advise them that their application will need to be considered by the Registration Committee. They will advise them of additional information that the Registration Committee may need to render a decision in respect of the application. This may include requesting the applicant's written consent to contact and obtain relevant information from third parties (including but not limited to medical professionals, other regulatory bodies, and educational facilities). The applicant may be requested by the Registrar to attend a Registration Committee meeting and speak to matters surrounding their non-standard application.
- 1.7. Overall, the onus is on the applicant to demonstrate to the Registration Committee that they meet the requirements for registration.

### ***Non-standard Applications for Registration -- External Advisors***

- 1.8. At the Registrar's discretion, CSHBC may retain legal counsel, and/or consult subject matter experts, for advice in relation to any issue surrounding a non-standard application. In addition, the Committee may consult as necessary with consultants, registrants, or other individuals with relevant expertise for advice in relation to any issue surrounding a non-standard application.
- 1.9. Once any relevant additional information has been collected, the Registration Committee will be convened to consider the application. Legal counsel may be present at this meeting.

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<sup>1</sup> Non-standard applications for registration and certification may be reviewed and approved by a profession-specific panel, except applications for assessment of substantially equivalent recency of practice, which must be reviewed and approved by the full Committee.

- 1.10.** Based on the information available, relevant precedents and/or legal advice, the Registration Committee will decide, on a case-by-case basis:
- a. To grant registration, if the Committee considers that all relevant registration requirements are met;
  - b. To deny registration, if the Committee considers that one or more registration requirements are not met; or
  - c. That further information is required for the Committee to render its decision. This may include requesting that the applicant appear before the Committee to speak to matters in respect of their non-standard application.
  - d. To consider granting registration for a limited period or granting registration subject to certain limits or conditions, pursuant to s.20(2.1) of the *Health Professions Act*.
- 1.11.** The Registration Committee will provide full reasons for its decision, to be reflected in the meeting minutes. The reasons should include:
- a. Identifying the information that was considered;
  - b. Identifying and explaining any concerns regarding the application; and
  - c. Noting any case law and/or precedents that supported the decision-making process.
- 1.12.** Registration staff will notify the applicant of the Committee's decision in a timely manner. The period between the decision and this notification will not exceed 30 days. In communicating any refusal of registration, the applicant will be notified of their right to appeal the decision under section 50.54 of the *Health Professions Act*.
- 1.13.** Applications from those applicants requested by the Committee to provide additional information will be reconsidered by the Registration Committee once the required additional information has been provided.

## **2. PROCESS – APPLICATIONS FOR CERTIFICATION**

### ***Standard Applications for Certification***

- 2.1.** Applications for Certified Practice (CP) certification are reviewed and processed in line with the CSHBC procedure *Approving & Issuing Certified Practice Certificates* (PROC-R-01) and the approved Certification program application forms (A-L). The QAPP Committee reviews and makes recommendations regarding all standard applications. The Registration Committee has delegated authority to the CSHBC Registrar to grant certification to those who meet the conditions for CP certification, and whose applications are considered to be standard applications.

- 2.2. If, in reviewing an application originally assessed as a standard application, the Registrar disagrees with this assessment, the Registrar will not grant the CP certificate and the steps outlined at paragraphs 2.3 – 2.11 will apply.

***Non-standard Applications for Certification<sup>2</sup>***

- 2.3. The QAPP Committee reviews all applications for CP certification and will notify the Director, QAPP and the Registrar of any application which appear to be non-standard.
- 2.4. CSHBC QAPP staff will work with the registrant to resolve any issues with the application as stipulated by the QAPP Committee. Once any issues are resolved to the satisfaction of the QAPP Committee, the application is considered to be a standard application and will be processed as described at paragraph 2.1.
- 2.5. In line with PROC-R-01, the Director, QAPP, will notify the Registrar of the existence of a non-standard application that cannot be resolved by the QAPP Committee, and will request a profession-specific QAPP panel (“the Review Panel”) be convened.
- 2.6. The Review Panel must include at least one public representative and two profession-specific members, which may include members of the QAPP Committee. The Review Panel may confer with the QAPP Committee as needed. The Review Panel meeting will be attended by the Director, QAPP, or delegate.
- 2.7. The Review Panel will make a recommendation as to the granting of the CP certificate. This recommendation will be submitted to a profession-specific panel of the Registration Committee for final decision. Legal counsel and QAPP staff may attend this meeting.
- 2.8. Based on the information available, relevant precedents, QAPP Committee recommendations and/or legal advice, the Registration Committee will decide, on a case-by-case basis:
- a. To grant CP certification;
  - b. Not to grant CP certification, if the Committee considers that one or more certification requirements are not met; or
  - c. That further information is required for the Committee to make its decision.
- 2.9. The Registration Committee will provide full reasons for its decision, to be reflected in the meeting minutes. The reasons should include:

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<sup>2</sup> Non-standard applications for registration and certification may be reviewed and approved by a professional-specific panel, except applications for assessment of substantially equivalent recency of practice, which must be reviewed and approved by the full Committee.

- a. Identifying the information that was considered;
  - b. Identifying and explaining any concerns regarding the application; and
  - c. Noting any case law and/or precedents that supported the decision-making process.
- 2.10.** Registration staff will notify the applicant of the Committee's decision as soon as possible.
- 2.11.** Applications from registrants requested by the Committee to provide additional information will be reconsidered by the Registration Committee once the required additional information has been provided.

## **CSHBC RELATED DOCUMENTS**

*Approving & Issuing Certified Practice Certificates (PROC-R-01)*

*CSHBC Letter of Authorization (Registration)*

*CSHBC Letter of Authorization (Certified Practice Certificates)*

## APPENDIX A

### 1. Applications for Registration

Requirement	Standard Application Criteria	Examples of what may appear in a non-standard/complex application
<b>Education requirement</b>	A program listed in Schedule C of the CSHBC Bylaws.	<p><b>For AUD/SLP:</b> Any program that is not listed in Schedule C (i.e. international programs). All applications from internationally educated applicants must be reviewed by the Registration Committee, who will assess their credentials against the requirements defined in Schedule D.</p> <p><b>For HIP:</b> CSHBC Bylaws do not currently provide for the registration of an applicant who has not graduated from a Schedule C program.</p>
<b>Evidence of English language proficiency</b>	Clearly meets the criteria prescribed by the CSHBC <a href="#">English Language Proficiency Requirements policy</a> .	An applicant who has completed their post-secondary education in English, but their secondary education in another language.
<b>Evidence of good character</b>	<p>No disclosures in the “disclosures and declarations” section of the application form.</p> <p>A clear BC <i>Criminal Records Review Act</i> Criminal Record Check (if this is processed and received before the application is approved).</p> <p>A clear foreign criminal record check (Temporary and Temporary (Teaching) applicants only).</p> <p>A verification of registration from another regulatory body that indicates no cancellation, suspension, limitation, or conditions on the applicant’s entitlement to practise, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant’s entitlement to practise.</p>	<p>No disclosures in the “disclosures and declarations” section of the application form.</p> <p>A BC <i>Criminal Records Review Act</i> Criminal Record Check that indicates a criminal history.</p> <p>A foreign criminal record check (temporary and temporary (teaching) applicants only that indicates a criminal history.</p> <p>A verification of registration from another regulatory body that indicates a cancellation, suspension, limitation or conditions on the applicant’s entitlement to practise, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant’s entitlement to practise.</p>

	<p>Positive letters of recommendation (character references).</p>	<p>Any concerning information in letters of recommendation (character references). Inconsistencies in application that may indicate that inaccurate or false information has been provided.</p> <p>An applicant with a previous Inquiry Committee (IC) history with CSHBC.</p> <p>Any other concerns with respect to the application e.g., suspicious-looking documentation.</p> <p>Any other information incidentally obtained in respect of the applicant that indicates that the good character requirement for registration may not be met.</p>
<p><b>Evidence of fitness to practice</b></p>	<p>Response(s) in the disclosure and declaration questions on the application form that indicates that the applicant's fitness to practise is not impaired.</p> <p>A clear BC <i>Criminal Records Review Act</i> Criminal Record Check (if this is processed and received before the application is approved).</p> <p>A verification of registration from another regulatory body that indicates <u>no</u> cancellation, suspension, limitation or conditions on the applicant's entitlement to practise, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant's entitlement to practise in relation to a health matter.</p> <p>Positive letters of recommendation (character references).</p> <p>No requests for examination accommodations or additional rewrites.</p>	<p>Response(s) in the disclosure and declaration questions on the application form that indicates that the applicant's fitness to practise may be impaired.</p> <p>A BC <i>Criminal Records Review Act</i> Criminal Record Check result that indicates a criminal history that may suggest an underlying health issue.</p> <p>A verification of registration from another regulatory body that indicates a cancellation, suspension, limitation, or conditions on the applicant's entitlement to practise, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant's entitlement to practise in relation to a health matter.</p> <p>Any concern in letter(s) of recommendation (character references) that may suggest a fitness to practise concern.</p> <p>Any other information incidentally obtained in respect of the applicant pertaining to their fitness to practise.</p>

		<p>An applicant with a previous IC history with CSHBC in relation to a chronic fitness matter, such as addiction or mental illness.</p> <p>Requests for examination accommodations or additional rewrites due to a health concern.</p>
<b>Recency of practice</b>	Applicant has graduated from their Schedule C program, or program that meets the Schedule D requirements, within the last 3 years or can evidence 750 regulated practice hours in another jurisdiction.	Applicant has graduated from their Schedule C program, or program that meets the Schedule D requirements, more than 3 years ago and cannot evidence 750 regulated practice hours in another jurisdiction.

## 2. Applications for Certification

Requirement	Standard Application Criteria	Examples of what may appear in a non-standard/complex application
<b>Completion of prerequisites for a CP certification program within the last 7 years</b>	Clear evidence of meeting the prerequisites within the last 7 years, as defined in the relevant CSHBC Certification program application form.	Applications where there is not clear evidence of meeting the pre-requisite requirements.
<b>Completion of the required certification program, within the last 3 years and with appropriate supervision</b>	<p>Education that clearly meets requirements as defined in the CSHBC Certification program Application forms.</p> <p>Supervision in line with the <a href="#">CSHBC Supervision</a> standard of practice.</p>	<p>Anomalies with respect to the supervision (e.g., supervision is solely by a health professional from another profession).</p> <p>It took longer than 3 years for the applicant to complete the certification program.</p>
<b>Specific education within a certification program is complete</b>	Suggested or required types of coursework that are stipulated in the certification program.	The education course deviates by type or length but may meet the established criteria.