



<b>Complete Licensure Applications and Criminal Record Checks</b>	Policy Number: LC1
	Date Effective: 2026-04-01
	Last Update: N/A
Applies to: All professions regulated by CCHPBC	
Title of Policy Owner: Director of Licensure	

## Policy Statement:

All applications for licensure, including initial registration, renewals, and reinstatements with the College of Complementary Health Professionals of BC (“CCHPBC”), must be complete, accurate, and supported by current and valid documentation.

This policy outlines the requirements and timelines for submitting complete licensure applications and sets the expectations for documentation and compliance. It also establishes the process for determining criminal record checks and identity verification to ensure applications are processed consistently, fairly, and in accordance with CCHPBC's standards.

## 1. Legal and Regulatory Authority:

- *Health Professions and Occupations Act*
- *CCHPBC's Bylaws – section 6.6*

## 2. Definitions:

None identified at this time.

## 3. Policy Rationale and Purpose:

This policy provides guidance on the requirements, timelines, currency of documentation, and procedures for submitting criminal record checks and complete licensure applications with the CCHPBC. It ensures that applications are processed fairly, efficiently, and consistently while maintaining the integrity of CCHPBC's regulatory mandate.



## 4. Roles & Responsibilities

**Applicants** are responsible for:

- Providing complete, accurate, and current information and documentation to support their licensure application
- Meeting all application, documentation, examination, and fee requirements
- Responding to requests from CCHPBC within established timelines
- Complying with applicable legislation, bylaws, standards, and policies related to the application process

**Staff** at CCHPBC is responsible for:

- Administering and processing applications in a fair, consistent, and transparent manner
- Assessing applications against applicable eligibility requirements
- Communicating application requirements, requests for additional information, and application decisions to applicants
- Maintaining records and managing personal information in accordance with applicable legal and regulatory requirements

**Licence Committee** is responsible for:

- Making decisions on applications where required by legislation, bylaws, or delegated authority
- Considering relevant information and evidence in accordance with applicable eligibility requirements
- Exercising its statutory responsibilities in a fair, objective, and transparent manner.

## 5. Procedures

### Application Timelines

#### 1. Submission of Application Fees & Outstanding Documentation:

- Applications will not be processed until a completed application form, supporting documentation, and payment of the required application fee(s) have been submitted.
- Applicants have **30 calendar days** to respond to CCHPBC's request to provide additional information or documentation, or to pay an invoice. Applications that remain incomplete for up to six months may be closed.
- A new application with applicable fee(s) will be required to be submitted once a previous application is closed.

#### 2. Payment of Fees:

- Licence fees must be paid within **30 calendar days** of the invoice date. Failure to pay within this period may result in the invoice being closed and the application process being discontinued. Applicants must contact CCHPBC for



further instructions. A licence will not be issued until the applicable licence fee has been received.

### 3. Signatures and Declarations:

- All declarations and supporting documents requiring signatures will be considered valid for **30 days prior to submission**.

## Currency and Official Documentation Requirements

1. **Signatures and Declarations:** Must be current and dated within the 30-day timeframe stated above.
2. **Transcripts, Certificates, Degrees, and Education Program Guides:** Documents must be official records issued by the educational institution and must be accurate and complete. Unless otherwise specified by program-specific requirements, official documents are considered valid with no expiration date. CCHPBC may request original certified copies for verification.
3. **Skills-Based Eligibility and Examination Results:** All documentation submitted to demonstrate skills-based eligibility (such as prior learning assessments, continuing education, and practice hours) must be current, accurate, complete, and relevant to demonstrate competency and meet currency requirements. Documents must be original and signed and dated by the issuing organization.

Applicants must have successfully completed the jurisprudence examination and any other examinations required and approved by the Licence Committee within the three-year timeframe stipulated in the Bylaws.

4. **Good Standing Letters, Certificate of Standing, Certificate of Professional:** Good standing results must be current, valid, and dated no more than 60 days prior to the submission of the application. Good standing results and proof of registration or licensure in another jurisdiction must be official documents issued and sent (by mail or email) directly by the regulatory authority to CCHPBC.

## Criminal Record Checks (CRC) Authorization and Identification Requirements

All applicants must authorize a CRC under the Criminal Records Review Act as part of the licensure application process, including for both initial and reinstatement applications. CRCs must be requested and verified through CCHPBC's designated process outlined below to ensure integrity and consistency in applicant screening.

1. **Current CRC:** CCHPBC will request a new CRC for every applicant. CRC results obtained through previous employers, educational institutions, or other regulatory bodies *will not* be accepted.
2. **Consent:** Applicants must provide written consent authorizing CCHPBC to request and obtain the CRC on their behalf. This consent will be retained in the official application record. CRC results will be used solely for licensure or reinstatement purposes.



3. **Identification:** Applicants must provide a valid government-issued photo identification to facilitate identity verification. Additional verification may be conducted virtually or in person if necessary.
4. **Required Information:** Applicants must provide all personal information necessary to complete the CRC, including details such as city of birth and legal sex or gender as recorded on official documents.

Applicants who have practised in another jurisdiction must submit a CRC authorization in that jurisdiction and/or a criminal record report in accordance with Bylaw section 6.8(f). A criminal record report is considered current and valid if it was issued no earlier than 30 days before the licensure application date.

### Decision-Making Outcomes

In making a determination on a licensure application, all relevant evidence will be considered. Possible outcomes include:

- A determination that the application meets all Eligibility Standards.
- A determination that the application meets Eligibility Standards, subject to limits or conditions.
- A determination that the application does not meet Eligibility Standards.
- A determination that additional evidence is required to determine whether Eligibility Standards are met.
- A determination that the application is granted under sections 6.45–6.46 (Provisional Licence for Labour Mobility and Extrajurisdictional Applicants).

Applicants whose applications are rejected or declined may request a reconsideration of the decision (see *Reconsideration and Review Guidelines* for more details).

### Communication and Notifications to Applicants

1. CCHPBC will issue a formal request for completion if an application remains incomplete past the prescribed deadlines. This communication will:
  - Specify the missing or inadequate documentation or payment
  - Provide instructions on required corrective actions
  - Require the applicant to contact CCHPBC immediately
  - Include a clear deadline for response
2. Applications that remain incomplete may be closed in accordance with CCHPBC's administrative processes. Applicants whose applications are closed will be required to restart the application process, including payment of any applicable fees.

## 6. Resources/References:

*Please refer to Alinity for the appropriate forms.*



Reviewed by Legal Counsel: <input checked="" type="checkbox"/>	On: 2026-02-23
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Approved By: <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Committee Name</i> ) <input type="checkbox"/> Registrar/CEO <input checked="" type="checkbox"/> Department Executive Director ➤ Name: <i>Kate Parisotto</i> ➤ Title: <i>Chief Regulatory Officer</i>	Date Approved: 2026-03-31
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