



Policy Title: Registration: Failure to meet conditions of reporting continuing competency credits	Policy #: R-07	
Reference Bylaws: Section 159	HPA reference:	
Authorization: Board of the CSHHPBC	Date Approved: January 25, 2013	Date Revised: March 22, 2013 June 12, 2015

PURPOSE OF THIS POLICY

To provide clear and concise language regarding the process and consequences of failure to meet the conditions of a reporting continuing competency credits.

SCOPE

All registrant classifications with the exception of “retired”

POLICY

A. Requests by Conditional-Active Registrants for special consideration:

1. Registrants not meeting their CCC requirements by the end of the cycle for extenuating circumstances must write to the Registration Committee at least six months prior to the end of the cycle.
2. Cycles end every three years commencing with December 31, 2015.
3. Extenuating circumstances must reflect the prohibited grounds set out in BC Human Rights legislation; no other reasons will be acceptable for special consideration.

B. Process for registrants with deficient continuing competency credits

1. Registrants with deficient continuing competency credits as at the end of the cycle must submit a written plan of how they will meet the requirements prior to March 31st of the following year, including: an outline of the category of credits they will take, the name of the credits and the date registrant plans to take the credits.
2. Registrants must submit proof of all credits for the purposes of an audit prior to March 31st of the year following the end of the cycle.
3. Upon meeting all the requirements of the continuing competency program, the Registrant will be entitled to renew their registration.
4. Registrants who fail to meet the requirements will be transferred to the Former Registry and will not be entitled to practice in British Columbia for non-compliance of Bylaw section 159.

*References: CCC Process and Reporting Form
CSHHPBC Bylaws, section 159
Policy QA-02 CCC Reporting Requirements*