



Policy Title: Registration: Failure to meet conditions of reporting continuing competency credits	Policy #: POL-R-07	
Reference Bylaws: Section 159	HPA reference:	
Authorization: Board of the CSHHPBC	Date Approved: January 25, 2013	Date Revised: September 11, 2015

PURPOSE OF THIS POLICY

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

SCOPE

All registrant classifications and advanced competency certificate holders with the exception of the “retired” classification.

POLICY

Registrants are required to meet the stipulated CCCs and report them according to QA Policy-02 Continuing Competency Credit Reporting Requirements. The number, categories and reporting cycle are outlined in the form: CCC Reporting Procedures and Categories.

A. Requests by 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 31st, 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 (ie: December 31st) must renew manually. Registrants must submit full payment for their applicable classification. Registrants must submit a written plan, including: an outline of the category of credits, the name of the credits and when the registrant plans to take the credits. The plan and payment must be submitted to the Registrar prior to the end of the cycle (ie: December 31st).
2. Registrants who have submitted their payment and plan by the end of the cycle will not be issued a renewal certificate of registration until they have met the CCC requirements.
3. Registrants must submit proof of all required CCCs for the purposes of an audit no later than the following March 31st.



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4. Penalty fees will apply when a registrant has not submitted proof of CCCs by March 31st.
5. Upon meeting all the requirements of the continuing competency program, the Registrant will be issued a Certificate of Registration and placed on the appropriate registry.
6. Registrants who fail to meet the requirements will be placed on the Former Registry and will not be entitled to practice their profession in British Columbia for non-compliance of Bylaw section 159.

REFERENCES

CSHHPBC CCC Reporting Procedures and Categories (QA-PROC-01)
Continuing Competency Credit Reporting Requirements (POL-QA-02)