



Policy Title: Registration: Failure to meet Continuing Competency Credit (CCC) Requirements	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

To provide clear and concise language regarding the process for, and consequences of, failure to meet Continuing Competency Credits (CCCs) reporting requirements.

SCOPE

All registrant classifications and Advanced Certificate (AC) holders except for the Retired registration classification.

POLICY

Registrants are required to meet their prescribed CCCs and report them according to *Continuing Competency Credit Reporting Requirements* (POL-QA-02) -- the number, categories, and reporting cycle are outlined in the policy.

A. Registrant requests for special consideration:

1. Registrants not meeting their CCC requirements by the end of the cycle for extenuating circumstances must submit a written request for special consideration to the Registration Committee at least six months prior to the end of the cycle.
2. Cycles end every three years on December 31st (e.g., December 31, 2018, December 31, 2021).
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 CCCs

1. Registrants with deficient CCCs as at the end of the December 31st CCC reporting cycle are 1) assessed a penalty fee¹, 2) automatically blocked from renewing their registration online, and 3) must submit a written CCC deficiency plan to the College that includes:

¹ Penalty fee pending.



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- an outline of the category of credits;
 - the name of the credits; and
 - timelines for obtaining the credits.
2. Submitted CCC deficiency plans must be approved by the Quality Assurance & Professional Practice (QAPP) Committee and must be completed on or before the March 31st registration renewal deadline
 3. Registrants must submit proof of all required CCCs for the purposes of an audit.
 4. Subject to approval and completion of the submitted CCC deficiency plan, the online registration renewal block is lifted.
 5. Registrants will not be permitted to renew their registration until they have fulfilled the requirements of their approved CCC deficiency plan.
 6. Registrants who fail to meet the conditions prescribed above will be placed on the Former Register (for non-compliance under section 159 of the College Bylaws) and will not be entitled to practice their profession in British Columbia.

REFERENCES

Continuing Competency Credit Reporting Requirements (POL-QA-02)