

Time Limitation on Open Applications

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Authority: HPA s.20(2), 39, 52; Bylaws s. 41

Purpose:

The following policy is intended to clarify the period for which applications for registration may be considered open and active by the CDBC. This is to ensure the College makes decisions based on current and accurate information and mitigates related risks, in the public interest.

Background:

The processes by which applications for registration are completed are outlined in policies *Rc-02 – Full Registration* and *Rc-04 – Temporary Registration*.

Internationally educated applicants must apply for an *Assessment for Registration*, prior to being eligible to apply for registration with the CDBC. This assessment considers whether the applicant's knowledge, skills, abilities and judgment are substantially equivalent to the standards of academic or technical achievement and the competencies (per CDBC bylaws section 41(3)). The processes by which applications for Assessment for Registration are completed are outlined in policy *Rc-03 – Full Registration Substantial Equivalence*.

Policy:

- 1) All applications to the CDBC are created and submitted via the CDBC's online platform.
- 2) All applications are closed after six (6) months of inactivity, immediately following the date of last documented correspondence.
- 3) Once an application is received, and the CDBC determines that additional information and/or fee payment is needed to fulfill application requirements, the applicant must submit this information and/or fee within the six-month time frame.
 - a) CDBC staff will notify the applicant, in writing, of the required information and/or fee, and the deadline for submission.
 - b) CDBC staff will consider a written request, by the applicant, to extend the deadline for submitting the required information.

- 4) If the applicant fails to contact the CDBC:
 - a) the CDBC will attempt to notify the applicant, in writing, of the impending closure; and
 - b) the application will be closed according the established timeline.
- 5) Closed applications will be handled and stored according the CDBC's *Record Retention and Destruction policy*.
- 6) Once the application is closed, candidates who wish to reapply to the CDBC, must submit a new application, including fees, according to the bylaws in-force, at the time that the new application is submitted. Prior assessments and decisions will still be considered in any new application, as will any relevant information related to the requirements set out in CDBC bylaws section 41.