COLLEGE OF VETERINARIANSOF BRITISH COLUMBIA

BYLAWS

PART 2 – REGISTRATION 3

Definitions 3

Registration Classes, General Rules and Process 6

Classes of registration 6

General rules and criteria 6

Registration committee discretion 7

Registrar referrals to the registration committee 7

Registration hearings procedures 8

Active Registration Requirements and Criteria 8

Full active registration: specific requirements 8

Provisional active registration 9

Provisional supervised active registration 9

Failing to remedy the application 11

Limited active registration 11

Transferring registrant (labour mobility within Canada) 11

Private practice registration criteria and requirements 12

Public Sector registration criteria and requirements 13

Specialty Private practice registration criteria and requirements 13

Temporary registration for an external licensed veterinarian 14

Inactive Classes and Other Classes of Registration 14

Registration not required 14

Non-practicing registration 15

Retired registration 15

Life registration 15

Registration limited, suspended or cancelled 15

Changing Registration Status 16

Definition 16

Transferring from active to non-practicing registration 16

Transferring from active to retired registration 16

Transferring to active registration 16
Ceasing registration 17
Renewals and Reinstatements 17
Registration renewal notice 17
Registration renewal 18
Reinstatement following non-payment of fees 18
Reinstatement after a disciplinary suspension 19
Reinstatement after a disciplinary cancellation 19
Registrant Privileges 20
Private practice registrant privileges 20
Public sector registrant privileges 20
Specialty private practice registrant privileges 20
Temporary registrant privileges 21
Provisional registrant privileges 21
Limited registrant privileges 21
Inactive registration privileges 22
Life registrant privileges 22
Suspended registrant privileges 22
Registrant Information 22
Information registrants must provide 22
Change of address and contact information 23
Definitions for information requests 23
Public request for information in the register about a registrant 23
Regulatory body request for information about a registrant 23
Examinations 24
Examinations and Seminars 24
Examination fees 25
Repeating an examination 25
Improper conduct during an examination 25

PART 2 – REGISTRATION

Definitions

2.1 In addition to the definitions set out in section 1 of the Act and section 1.1 of the bylaws, throughout the bylaws:

(1) "**Advisory Board on Veterinary Specialties"** or "**ABVS**" means the board that advises the AVMA on recognized veterinary specialties;

(2) "**acceptable veterinary school**" means an acceptable veterinary school as determined by the NEB;

(3) **"accredited veterinary school"** means a veterinary school, college or university program that, at the time of an applicant's graduation, has been accredited by the Council on Education of the AVMA;

(4) "**active registrant**" means a registrant who has been registered in one of the classes of active registration listed in section 2.2;

(5) "**applicant**" means a person seeking registration in a class of active or inactive registration, and includes a registrant if that registrant is seeking to change their class or form of registration;

(6) "**AVMA**" means the American Veterinary Medical Association;

(7) **"certificate of qualification"** or "**CQ**" means the Certificate of Qualification granted by the NEB, as administered by the CVMA;

(8) "**class of active registration**" or "**active registration**" means one of the classes of registration listed in section 2.2;

(9) "**class of inactive registration**" or "**inactive registration**" means one of the classes of registration for registrants as listed in section 2.2;

(10) **"committee"** means, in this Part, the registration committee;

(11) **"CVMA"** means the Canadian Veterinary Medical Association;

(12) **"diplomate status"** means the certification of a specialty, granted by a board or college recognized by the ABVS or the EBVS, in a discipline, system or species;.

(13) "**direct supervision**" means supervision of the PSA Registrant by a supervisor, including maintaining sufficient physical proximity with the PSA Registrant so that the supervisor is available to consult with the PSA registrant performing any procedure or treatment, whether in a facility, or any place where the veterinary services are provided away from a facility, and if required, to attend to the animal as competent veterinary practice requires

(14) "**European Board of Veterinary Specialisation**" or "**EBVS**" means the organization which registers European Veterinary Specialists and recognizes and monitors veterinary specialty colleges in Europe;

(15) "**external licensed veterinarian**" means a person who

(a) is registered or licensed as a veterinarian by a regulatory body in another province of Canada or a foreign jurisdiction recognized by the registrar, and holds substantially the same class of registration as required of an active registrant;

(16) "**former bylaws**" means the bylaws duly enacted pursuant to the former Act and in force as of September 14, 2010 or October 8, 2015;

(17) "**former registrant**" means a person who no longer holds registration due to resignation, cessation, cancellation, or termination under the Act, the bylaws or the former bylaws;

(18) "**inactive registrant**" means a registrant registered in one of the classes of inactive registration listed in section 2.2;

(19) "**letter of good standing**" means a letter from a current or past regulatory body that discloses the registration history and any applicable complaint investigation and disciplinary history;

(20) "**limited active registrant**" means a registrant who has been granted limited active registration pursuant to section 2.10;

(21) **"National Examining Board"** or "**NEB**" means the National Examining Board of the CVMA responsible for the administration, in Canada, of a three-part veterinary licensing examination process;

(22) "**non-practicing registrant**" means a registrant who has been granted non-practicing registration pursuant to section 2.17;

(23) "**non-registrant**" means any person who is not a registrant of the college, and includes a former registrant or a person appointed pursuant to section 4(2)(c) of the Act;

(24) "**private practice registrant**" means a registrant who has been granted private practice registration pursuant to section 2.7;

(25) "**provisional active registrant**" means a registrant who has been granted provisional active registration pursuant to section 2.8;

(26) "**provisional supervised active registrant" or "PSA Registrant"** means a registrant who has been granted provisional supervised active registration under section 2.8(A);

(27) "**public sector registrant**" means a registrant who has been granted public sector registration pursuant to 2.13;

(28) "**regulatory body**" means a public authority or government agency responsible for regulating the veterinary profession or any other profession pursuant to government legislation by codifying and enforcing ethical and practice standards, and imposing supervision or oversight of a profession in the public interest;

(29) "**specialty private practice registrant**" means a registrant who has been granted specialty private practice registration pursuant to section 2.14;

(30) "**supervisor**" means a registrant who agrees to provide direct supervision of a PSA Registrant in accordance with this bylaw and a supervision agreement, and includes a "primary supervisor" and an "additional supervisor" as follows:

(a) "**primary supervisor**" means a full registrant of the private practice class who:

(i) has been a full private practice registrant fora minimum of 3 years within the 5 years immediately prior to signing the supervision agreement;

(ii) meets all requirements and conditions forbeing a supervisor as set out in this bylawand in the policies of the College, and is approved by the Registrar to act as a supervisor of a PSA Registrant; and

(iii) enters into a supervision agreement with the PSA Registrant.

(b) "**additional supervisor**" means a full registrant of the private practice class who:

(i) undertakes to provide direct supervision of a PSA Registrant in accordance with this bylaw, the supervision agreement, and the policies of the College when the Primary Supervisor is not able to; and

(ii) meets all requirements and conditions for being a supervisor as set out in the policies of the College and is approved by the Registrar to act as a supervisor of a PSA Registrant.

(31) "**supervision agreement**" means a written agreement between a PSA Registrant and a primary supervisor which:

(a) provides that the primary supervisor agrees to provide direct supervision to the PSA Registrant and will supervise only one PSA Registrant at a time;

(b) provides that the PSA Registrant agrees not to engage in the activities defined as the practice of veterinary medicine except under direct supervision by the primary supervisor or additional supervisor;

(c) is signed by the PSA Registrant and the primary supervisor;

(d) otherwise complies with the format and requirements for a supervisionagreement as set out in the policies of the College; and

(e) is delivered to the Registrar of the College.

(32) "**temporary active registrant**" means a registrant who has been granted temporary active registration pursuant to section 2.15;

Registration Classes, General Rules and Process

Classes of registration

2.2 (1) The following classes of registration are considered active and eligible for full, provisional or limited registration:

(a) private practice class;

(b) public sector class;

(c) specialty private practice class; and

(d) temporary class for an external licensed veterinarian.

(2) The private practice class is additionally considered eligible for provisional supervised registration in accordance with section 2.8A.

(3) The following classes of registration are considered inactive and not eligible for full, provisional or limited registration:

(a) non-practicing class;

(b) retired class;

(c) suspended class; and

(4) The life class of registration may be active or inactive.

(5) All classes of registration may be subject to the following status changes from time to time: active, inactive, temporary, suspended or cancelled.

(6) Unless otherwise provided in this part, all applications must be made to the registrar.

General rules and criteria

2.3 (1) All required documentation and information supporting an application for registration must be submitted to the registrar as follows:

(a) in original form, or in the form of a copy that has been declared by a commissioner of oaths or notary public in Canada as a true copy of the original, unless the document is provided electronically or by mail directly from the issuing organization, and the delivery is verifiable;

(b) with the applicable fee set out in Schedule C;

(c) with a request for a waiver or exemption, if applicable; and

(d) with a certified English translation, if required by the registrar.

(2) All supporting documentation must not predate the application by more than one month, subject to section 2.4.

(3) Copies of educational transcripts and diplomas may be notarized within one year of the submission of the application for registration, or may be transmitted to the college directly from another regulatory or accrediting organization, at the discretion of the registrar.

Registration committee discretion

2.4 (1) If the registrar determines that the application does not include all of the documents or information required under section 2.3, the registrar may refer the application to the committee pursuant to section 32(4) of the Act.

(2) Upon application, the committee may:

(a) grant an extension to the provision of documents by an applicant, and

(b) allow supporting documentation which predates the application by more than one month.

(3) Upon application, the committee may consider the application without all required documentation, provided that:

(a) the committee is satisfied that the applicant otherwise meets the criteria for that class, and

(b) it is in the public interest to grant the applicant registration.

Registrar referrals to the registration committee

2.5 (1) For the purposes of section 32(4) of the Act, the registrar must refer an application for registration to the committee if the registrar has reasonable grounds to believe that:

(a) the applicant's entitlement to practise veterinary medicine has been suspended or cancelled at any time in British Columbia or in another jurisdiction;

(b) an investigation, a review or another proceeding is under way in any jurisdiction that the registrar believes could result in the applicant's entitlement to practise veterinary medicine in that jurisdiction being suspended or cancelled;

(c) the applicant's entitlement to practise veterinary medicine has been voluntarily surrendered at any time in British Columbia or in another jurisdiction in circumstances that the registrar believes may have prevented the commencement or completion of an investigation, a review or another proceeding that could have resulted in the applicant's entitlement to practise veterinary medicine being suspended or cancelled;

(d) the applicant has been convicted of an offence that the registrar believes may give rise to concerns about the applicant's competence or fitness to practise veterinary medicine;

(e) the applicant is not competent to practise veterinary medicine;

(f) the applicant is or may be suffering a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs their ability to practise veterinary medicine;

(g) the applicant is seeking to be registered under the *Labour Mobility Act* but is not or may not be entitled to be registered

pursuant to that Act; and

(h) any other matter the registrar considers necessary.

Registration hearings procedures

2.6 For the purposes of section 34 of the Act, the committee may determine a set of policies and procedures governing the conduct of registration hearings.

Active Registration Requirements and Criteria

Full active registration: specific requirements

2.7 Pursuant to s. 32 of the Act and the general requirements in this Part, to be granted full registration in one of the classes of active registration, an applicant must provide to the registrar:

(1) a completed and signed application form declared before a provincial commissioner for taking affidavits or a notary public,

(2) proof of good character and fitness to practise as a veterinarian;

(3) proof of having satisfied the criteria applicable to the specific class of active registration in this division;

(4) payment in full of the applicable application and registration fee as set out in Schedule "C"; and

(5) supporting documents as listed in the application form approved by the registrar.

Provisional active registration

2.8 (1) Where the registrar determines that an application does not meet criteria and requirements or documentation for full active registration, an applicant may apply to the committee for provisional active registration.

(a) under this section; or

(b) under section 2.8A

(2) On receipt of an application under paragraph (1)(a), the committee has discretion to grant provisional active registration if it determines that it is in the public interest to do so, and may:

(a) set a time period within which the applicant must remedy the deficiencies of the application;

(b) specify how the application must be remedied, and

(c) impose a limit or condition on the applicant's practice until the application is remedied.

(3) On application by a provisional active registrant, the committee may extend the time period to remedy the application.

Provisional supervised active registration

2.8(A) (1) On receipt of an application under paragraph 2.8(1)(b), the committee may grant provisional supervised active registration to an applicant for registration in the private practice class if all of the following conditions have been met:

(a) the applicant graduated from a veterinary school that is not accredited by the AVMA;

(b) the applicant received a passing mark on the National Examining Board (NEB)'s Basic and Clinical Sciences Examination (BCSE) and the North American Veterinary Licensing Examination (NAVLE);

(c) the applicant is not yet eligible for a CQ because the applicant has not completed the NEB Preliminary Surgical Assessment (PSA) and/or the Clinical Proficiency Exam (CPE); and

(d) the applicant has otherwise met all the criteria and requirements for full active private practice registration under Section 2.7.

(2) On receipt of an application under paragraph 2.8(1)(b), the committee may also grant provisional supervised active registration to an applicant for registration in the private practice class if all the following conditions have been met:

(a) the applicant graduated from an AVMA-accredited veterinary school;

(b) the applicant failed to pass the NAVLE on their first two attempts, and accordingly must also successfully complete the PSA and CPE; and

(c) the applicant has since passed the NAVLE but has not successfullycompleted both the PSA and CPE.

(3) A PSA Registrant must:

(a) enter into a supervision agreement with a primary supervisor and forthwith provide a copy of the supervision agreement to the Registrar;

(b) only practice veterinary medicine while under the direct supervision of a registrant supervisor;

(c) notify the Registrar forthwith if their primary supervisor or additional supervisor ceases to act as their supervisor or indicates an intention to cease acting as their supervisor;

(d) notify the Registrar forthwith if they failed to comply with any provisionof this bylaw or of a supervision agreement;

(e) be and remain in good standing with the College as defined in section1.1(12);

(f) identify themselves at all times as a "Provisional Veterinarian working under Supervision";

(g) not represent themselves as a full active registrant;

(h) not write prescriptions to be filled outside of the practice; and.

(i) otherwise comply with this bylaw, the supervision agreement, and the policies of the College relating to the obligations of a PSA Registrant.

(4) A supervisor must:

(a) provide direct supervision of the PSA Registrant in accordance with this bylaw and with the supervision agreement, including by maintaining sufficient physical proximity with the PSA Registrant that the supervisor is available to consult with the PSA registrant performing any procedure or treatment, in a facility or any place where the veterinary services are provided away from a facility, and if required to attend to the animal as competent veterinary practice requires;

(b) always maintain a minimum ratio of 1 supervisor to 1 PSA Registrant on all shifts at the practice facility to assure the provision of safe and competent supervised practices.

(c) notify the Registrar, the PSA Registrant, and in the case of an additional supervisor the Primary Supervisor, forthwith if they cease to act as a supervisor of a PSA Registrant or are unable to fulfil the requirements of a supervisor; and

(d) if they are an additional supervisor, cease from providing direct supervision if the primary supervisor ceases to act as a primary supervisor.

(5) Provisional supervised active registration terminates 2 years from the date registration is granted by the committee unless, on application, the committee extends the period of registration.

(6) An extension of the period of registration under subsection (4) must not exceed 2 years.

(7) Notwithstanding subsections (5) and (6), the committee may impose further limits or conditions on a PSA Registrant's registration if:

(a) the PSA Registrant fails to comply with subsection (3);

(b) the PSA Registrant's primary supervisor or additional supervisor demonstrates an unwillingness or inability to supervise a PSA Registrant in accordance with this bylaw, the supervision agreement or the policies of the College;

(c) an order is made in respect of the PSA Registrant under section 65(2) of the Act [extraordinary action]; or

(d) a determination is made in respect of the PSA Registrant under section 61(1)(b) of the Act. [Discipline Committee]

(8) If the registration committee considers it necessary in the public interest to take action in relation to a PSA Registrant, including action to

protect animals or persons from immediate risks to health or safety, it will immediately refer the matter to the investigation committee with a recommendation for action pursuant to subsection 65(2) of the Act.

Failing to remedy the application

2.9 (1) If a provisional active registrant does not remedy the application for registration within the time period stipulated by the committee, then subject to subsection (2), the registrar may cancel the provisional active registration without further notice.

(2) Despite this section, on application the committee may exempt an applicant from the terms imposed pursuant to section 2.8.

(3) If a provisional active registrant fails to follow a limit or condition set by the committee under section 2.8, the committee may, after giving the registrant an opportunity to be heard:

(a) revoke the registrant's provisional active registration, or

(b) impose a further limit or condition on the practice of the provisional active registrant.

Limited active registration

2.10 (1) If an applicant is, or has been, the subject of a practice restriction by a regulatory body, the registrar will refer that application to the committee. If the committee determines that the applicant should nonetheless be permitted to provide veterinary services on a limited basis, the committee may, in its discretion and having regard to the public interest:

(a) grant limited registration to the applicant,

(b) specify the nature and duration of the practice limitation applicable to that limited registrant, and

(c) direct the registrar to publish the limitation on the onlineregistry.

(2) An applicant who has been granted limited registration may apply for full registration.

Transferring registrant (labour mobility within Canada)

2.11 (1) Section 36 of the Act applies to an application for active class registration which relies on the *Labour Mobility Act* and the referenced Agreement for Internal Trade or TILMA.

(2) The registrar must refer to the committee an application which relies on section 36 of the Act.

(3) In addition to this Part and section 36 of the Act, the committee may request any other documents or information contemplated or permitted under the *Labour Mobility Act* and chapter 7 of the Agreement for Internal Trade or TILMA, including documentation from the originating jurisdiction, which will allow the committee to assess the equivalency of the class, limitation, restriction or conditionof registration of that jurisdiction.

(4) The committee retains the discretion to impose the requirements, limits and conditions set out in section 36(1)(c) of the Act, including but not limited to:

(a) attendance at the bylaw and ethics seminar;

(b) successful completion of the bylaw and ethics examination; and

(c) registering the applicant in a class not sought by the applicant.

(5) The committee has the discretion to deny registration pursuant to section 36 of the Act, having regard to the exceptions set out in chapter 7 of the Agreement for Internal Trade or TILMA.

(6) The committee must communicate its decision and direct the registrar in accordance with section 36 of the Act.

Private practice registration criteria and requirements

2.12 (1) Pursuant to section 32(1) of the Act, an applicant for private practice registration must meet each of the following criteria:

(a) One of the following:

(i) graduation from an accredited veterinary school or an acceptable veterinary school;

(ii) eligibility to sit the NEB exam;

(b) if not a graduate of an accredited veterinary school or an acceptable veterinary school that provided instruction in English, demonstrated English language proficiency;

(c) Canadian citizenship, permanent resident status or legal entitlement to work in Canada;

(d) a CQ, unless the application is made pursuant to section 36 of the Act, with an acceptable English language assessment from the other jurisdiction;

(e) a veterinary employment history acceptable to the registrar;

(f) a passing grade on the college's bylaw and ethics examination;

(g) good character and fitness to practise veterinary medicine; and

(h) if the applicant's CQ was obtained more than five years prior to the date of the application, the applicant must have practised as a veterinarian in Canada for a minimum of 12 months of full- time work, or equivalent, in the last five years.

(2) For the purposes of subsection (1)(b), an applicant who has not graduated from an accredited veterinary school or acceptable veterinary school that provides instruction in English will be considered proficient in the English language, if that applicant has an English proficiency assessment that is currently verifiable and is validated or endorsed by the testing company at the time of their application. Acceptable assessment providers and the minimum required scores are as follows:

(a) internet-based TOEFL (iB-TOEFL), with a minimum of 23 in Reading, 25 in Listening, 22 in Speaking, 22 in Writing and no minimum overall score is required. Candidates MUST achieve at least the minimum passing scores for each of the four sections of the internet-based TOEFL;

(b) International English Language Testing System (IELTS), Academic version with an overall score of no less than 6.5, with at least 6.5 in the Listening band, 6.0 in the Writing band and 7.0 in the Speaking band. Candidates MUST achieve the minimum passing scores for each of the three sections; or

(c) Canadian Academic English Language (CAEL) Assessment with an overall score of no less than 60, with at least 60 in the Listening band, 50 in the Writing band and 60 in the Speaking band.

(3) If the Registrar refers an application to the committee because the applicant does not meet the requirement in paragraph 2.12(1)(h) above, the committee may:

(a) require proof that the applicant has completed the continuing education credits required of a practicing registrant as prescribed in Part 4, prorated for the period of time the applicant did not practise, and

(b) assess, on the basis of information which the committee directs the Registrar to obtain from the applicant, including information provided under paragraph (a), whether the applicant's knowledge, competence and skills are satisfactory to practice, and may direct a period of practice supervision.

Public Sector registration criteria and requirements

2.13 (1) Pursuant to section 32(1) of the Act, an applicant for public sector registration must meet all of the criteria for private practice registration except the requirement for holding a CQ.

(2) An applicant for public sector registration must provide:

(a) all of the documentation for private practice registration except a CQ certificate;

(b) proof of employment as a veterinarian in British Columbia by the Crown in right of Canada or by the Province of British Columbia or other similar employment; and

(c) a signed letter of undertaking agreeing to restrict the veterinary practice to the scope and duration of the specified provincial or federal government employment contract.

Specialty Private practice registration criteria and requirements

2.14 (1) Pursuant to section 32(1) of the Act, an applicant for specialty private practice registration must:

(a) satisfy the criteria for private practice registration except the requirement for holding a CQ;

(b) provide all of the documentation set out for private practice registration except a CQ certificate;

(c) hold a current diplomate status; and

(d) provide a signed letter of undertaking agreeing to restrict the veterinary practice to the scope of the diplomate certificate held by the applicant.

Temporary registration for an external licensed veterinarian

2.15 (1) This section applies only to an external licensed veterinarian as defined in this Part, intending to provide locum services in British Columbia.

(2) Pursuant to section 32(1) of the Act, an applicant for temporary registration must:

(a) satisfy the criteria and documentation for private practice registration or specialty practice registration, as applicable, except a passing grade on the college's ethics and bylaw examination;

(b) provide a signed declaration that the applicant has read, understands and will comply with the Act, the bylaws and any applicable code or standards; and

(c) provide a signed letter of undertaking agreeing to restrict the temporary veterinary practice in accordance with the direction of the committee.

(3) The registrar will refer an application for temporary registration to the committee if the registrar is not satisfied the applicant meets the statutory and bylaw requirements.

(4) The committee may impose a limit or condition on the practice of the temporary active registrant, including restricting the registration to a maximum of 30 non-consecutive days for each registration.

(5) An external licensed veterinarian granted temporary registration as a locum must adhere to the direction of the committee as to:

(a) the maximum temporary registration period, and

(b) the scope of veterinary services to be provided.

(6) A log recording the date(s) and practice facility names must be maintained for the term of each temporary registration and a copy provided to the registrar upon request.

Inactive Classes and Other Classes of Registration

Registration not required

2.16 Registration under section 36 of the Act is not required for the following:

(1) an external licensed veterinarian who is not providing veterinary services directly to a patient or a client in British Columbia, but is

(i) employed or engaged by a registrant to advise or assist the registrant as a consultant in accordance with Part 4, or

(ii) providing consulting services to a registrant from outside British Columbia;

(2) an external licensed veterinarian assisting the federal or provincial government in the management of any condition that is prescribed in federal or provincial regulation, provided that the external licensed veterinarian notifies the college of the particulars and duration of the assistance rendered; and

(3) a person who is teaching or conducting a continuing education course or program in veterinary medicine in British Columbia, and not charging a client a separate fee for providing veterinary services to a patient during that course or program.

Non-practicing registration

2.17 On application, non-practicing registration may be granted for a maximum of three (3) years to a registrant with active registration status who is not engaged in the practice of veterinary medicine in British Columbia.

Retired registration

2.18 On application, retired registration may be granted to any registrant in good standing who ceases to practise veterinary medicine or who has been registered in the non-practicing class of registration.

Life registration

2.19 (1) A registrant previously granted active life registration:

(a) is entitled to practise veterinary medicine in British Columbia or use an occupational title granted to the profession under the Act, and

(b) must pay the life registrant fee, special fee or assessment as specified in Schedule "C".

(2) The council may revoke a registrant's life registration status if the life registrant has been the subject of an order or determination of the discipline committee under section 61 of the Act.

(3) As a consequence of the revocation of life registration status, the registrar may assess and require payment of a registration fee and any other applicable fees, assessment or levies in accordance with Schedule C.

Registration limited, suspended or cancelled

2.20 If registration is limited, suspended or cancelled, the registrar must make a notation on the register in accordance with section 39 of the Act, effective in accordance with the term of any agreement or order, if applicable.

Changing Registration Status

Definition

2.21 For the purposes of this Division, "**prorated**" means a proportionate calculation of a refund or a discount of a fee, special fee or assessment based on the registration year being divided into four quarters.

Transferring from active to non-practicing registration

2.22 (1) Only a registrant in an active class of registration may apply to be transferred to a non-practicing status, to a maximum of three years.

(2) A registrant in an active class seeking non-practicing status must provide the registrar with the following:

(a) a complete, signed transfer application form for non-practicing registration in a form approved by the registrar;

(b) a signed agreement not to engage in the practice of veterinary medicine in British Columbia while registered in the non-practicing class of registration; and

(c) payment in full of the applicable administrative transfer fee as set out in Schedule "C".

(3) A registrant transferred to non-practicing status is entitled to a prorated refund on any fee, special fee or assessment that the registrant paid within the current registration year as an active registrant, less the applicable administration fee listed in Schedule "C", and on such terms and conditions as the registrar may determine.

Transferring from active to retired registration

2.23 (1) Only a registrant in an active class of registration or a non-practicing registrant may transfer to retired status.

(2) An active or non-practicing registrant applying for retired status must provide the registrar with the following:

(a) a complete, signed transfer application form for retired status in a form approved by the registrar;

(b) a signed agreement not to engage in the practice of veterinary medicine in British Columbia during retired status.

(c) payment in full of the applicable administrative transfer fee as set out in Schedule "C".

(3) A registrant granted retired status is entitled to a prorated refund on any fee, special fee or assessment paid within the current registration year as an active registrant, on such terms and conditions as the registrar may set for that refund.

Transferring to active registration

2.24 (1) A registrant or former registrant without active status for three years or longer is subject to the same requirements and criteria as a new applicant.

(2) A registrant without active status for less than three years may apply for active status by providing to the registrar the following:

(a) a complete, signed transfer of registration form approved by the registrar;

(b) payment in full of the change in registration class fee as set out in Schedule "C";

(c) proof of having completed the continuing education credits required of a practicing registrant as prescribed by Part 4 during the time the registrant was registered as a non- practicing registrant or cancelled by resignation, prorated for the period of time the applicant did not practise;

(d) attendance at the next regularly scheduled bylaw seminar; and

(e) payment of any outstanding debt owning to the college.

(3) Any applicant who does not meet the requirements of this section will be referred by the registrar to the committee for direction.

(4) An applicant who is not active and seeks to be transferred from another province in Canada under the labour mobility provisions must apply to become an active registrant.

Ceasing registration

2.25 An active or inactive registrant seeking the cancellation of registration must satisfy the registrar that the registrant has transferred all applicable duties and responsibilities to another registrant.

Renewals and Reinstatements

Registration renewal notice

2.26 (1) Before the end of the registration year, the registrar must send to each active and inactive registrant a notice advising of the following:

(a) the registration renewal process, including the deadline for submitting the registration renewal form;

(b) the applicable annual registration fees as set out in Schedule "C";

(c) a request for confirmation of contact information; and

(d) notice of the consequences of:

(i) the late submission or failure to submit the renewal form, and

(ii) the late payment or non-payment of the annual registration fee.

(2) The requirement of subsection (1) is met if the registrar sends the notice by email to the last known email address of a registrant.

Registration renewal

2.27 (1) To renew current registration, an active or inactive registrant must, on or before November 30 of the year prior to the year for which the renewal is applicable:

(a) submit to the registrar a completed application for renewal form in a form approved by the registrar;

(b) pay the annual registration fee applicable to that registrant's class of registration, as set out in Schedule "C";

(c) pay any other outstanding fee, late fee, fee for late payment of annual registration fee, special fee or assessment, or debt owed by the registrant to the college;

(d) attest to compliance with the Act, the regulations, and the bylaws, and any applicable limits or conditions imposed on the registrant under the Act or the bylaws; and

(e) provide proof of having met the requirements of the continuing education program under Part 4, if applicable.

(2) On being satisfied of a registrant's compliance with subsection (1), the registrar must issue a receipt confirming that the registrant is, subject to compliance with the Act, the regulations and the bylaws, entitled to practise veterinary medicine in the Province of British Columbia as a registrant of the college in the applicable class of registration for the next registration year.

(3) If an active registrant or inactive registrant fails to apply for renewal of registration in accordance with paragraphs (1)(a) to (e) by the close of the first business day in January of the year for which the renewal would be applicable, the registrar must cancel the registrant's registration.

Reinstatement following non-payment of fees

2.28 (1) Upon application for reinstatement no more than six months following cancellation solely for non-payment of fees, the registrar may reinstate a registration even absent a CQ, provided that the applicant is not otherwise in contravention of the Act, a regulation or the bylaws.

(2) The application for reinstatement must include:

(a) a complete, signed reinstatement application form;

(b) payment in full of the annual registration fee;

(c) payment of the registration reinstatement fee, as set out in Schedule "C"; and

(d) payment in full of any other unpaid fee, late fee, special fee or assessment.

(3) The registrar may refer the application to the committee, to determine whether the former registrant meets the requirements for reinstatement of registration.

(4) The committee has the discretion to consider reinstatement requests not accompanied by full payments as set out in subsection (2)(c), based on demonstrated extenuating or extraordinary circumstances.

Reinstatement after a disciplinary suspension

2.29 (1) Subject to the terms of the applicable order of the investigation committee or the discipline panel or committee, a registrant whose registration has been suspended as a result of an investigative or disciplinary action may apply to the registrar for reinstatement, by providing the registrar with the following:

(a) reinstatement application form in a form approved by the registrar;

(b) proof of meeting the terms and conditions of the disciplinary order, if applicable; and

(c) payment in full of the reinstatement fee as set out in Schedule "C".

(2) When considering an application for reinstatement under this section, the committee must consider:

(a) whether and to what extent the applicant has met the terms or conditions of the disciplinary order;

(b) whether reinstatement should be subject to any restrictions, limits, terms or conditions; and

(c) whether and to what extent any remedial programs ordered by the discipline committee or panel have been met.

Reinstatement after a disciplinary cancellation

2.30 (1) Subject to the terms of the applicable order of the discipline panel or committee, a registrant whose registration has been cancelled as a result of a disciplinary action may apply to the registrar for reinstatement after a minimum of two years following the date of the cancellation, by providing to the registrar the following:

(a) a complete, signed reinstatement application form in a form approved by the registrar;

(b) proof of meeting the terms and conditions of the disciplinary order, if applicable; and

(c) payment in full of the reinstatement fee as set out in Schedule "C".

(2) When considering an application for reinstatement under this section, the committee must consider:

(a) whether and to what extent the applicant has met the terms or conditions of the order; and

(b) whether it is appropriate or necessary to attach any restrictions, limits, terms or conditions to the reinstated registration.

Registrant Privileges

Private practice registrant privileges

2.31 A private practice registrant in good standing has the following privileges:

(1) to practise veterinary medicine in British Columbia without any terms or conditions;

(2) to use an occupational title granted to the profession under the Act;

(3) to attend meetings of registrants;

(4) to vote at meetings of registrants or by mail ballots;

(5) to stand for election to the council;

(6) to be appointed to committees; and

(7) to receive information from the college.

Public sector registrant privileges

2.32 (1) A public sector registrant in good standing has the following privileges:

(a) to practise veterinary medicine in British Columbia, but only in the course of employment as a veterinarian by the Crown in right of Canada or the Province of British Columbia;

(b) to use an occupational title granted to the profession under the Act;

(c) to attend meetings of registrants;

(d) to vote at meetings of registrants or by mail ballots;

(e) to stand for election to the council;

(f) to be appointed to committees; and

(g) to receive information from the college.

(2) Despite subsection (1), a public sector registrant may not provide veterinary services directly to the public.

Specialty private practice registrant privileges

2.33 A specialty private practice registrant in good standing has the following privileges:

(1) to practise veterinary medicine in British Columbia, but only within the scope of their designated specialty;

(2) to use an occupational title granted to the profession under the Act;

(3) to attend meetings of registrants;

(4) to vote at meetings of registrants or by mail ballots;

(5) to stand for election to the council;

(6) to be appointed to committees; and

(7) to receive information from the college.

Temporary registrant privileges

2.34 A temporary registrant in good standing has the following privileges:

(1) to practise veterinary medicine subject to any terms or conditions that apply to that registration;

(2) to use an occupational title granted to the profession under the Act, so long as it includes the denotation "temporary";

(3) to attend meetings of registrants; and

(4) to receive information from the college,

but does not have any of the following privileges:

(5) to vote at meetings of registrants or by mail ballots;

(6) to stand for election to the council; and

(7) to be appointed to committees.

Provisional registrant privileges

2.35 A provisional registrant or a PSA Registrant in good standing has the following privileges:

(1) to practise veterinary medicine subject to any terms or conditions that apply to that registration;

(2) subject to paragraph 2.8A(3)(f), to use an occupational title granted to the profession under the Act, so long as it includes the denotation "provisional";

(3) to attend meetings of registrants; and

(4) to receive information from the college,

but does not any of have the following privileges:

(5) to vote at meetings of registrants or by mail ballots;

(6) to stand for election to the council; and

(7) to be appointed to committees.

Limited registrant privileges

2.36 A limited registrant in good standing has the following privileges:

(1) to practise veterinary medicine subject to any terms or conditions that apply to that registration;

(2) to use an occupational title granted to the profession under the Act, so long as it includes the denotation "limited";

(3) to attend meetings of registrants;

(4) to receive information from the college;

(5) to vote at meetings of registrants or by mail ballots;

(6) to stand for election to the council; and

(7) to be appointed to committees.

Inactive registration privileges

2.37 An inactive registrant in good standing in the non-practicing or retired class of registration has the following privileges:

(1) to use an occupational title granted to the profession under the Act, so long as it includes the denotation "non-practicing" or "retired", as the case may be;

(2) to attend meetings of registrants;

(3) to vote at meetings of registrants or by mail ballots;

(4) to stand for election to the council;

(5) to be appointed to committees, unless otherwise specified; and

(6) to receive information from the college, including all bulletins and correspondence sent to practising registrants,

but is not entitled to practise veterinary medicine, and may neither prescribe nor dispense prescription drugs.

Life registrant privileges

2.38 A life registrant in good standing in an active or inactive class of registration, other than the class of suspended registration, may exercise the privileges and duties applicable to that class.

Suspended registrant privileges

2.39 A registrant whose registration is suspended may receive information from the college, but does not have any of the following privileges:

(a) to practise veterinary medicine;

(b) to attend meetings of registrants;

(c) to vote at meetings of registrants or by mail ballots;

(d) to stand for election to the council;

(e) to be appointed to committees;

(f) to be a designated registrant; and

(g) to prescribe or dispense prescription drugs.

Registrant Information

Information registrants must provide

2.40 (1) A registrant must provide the registrar with the following business information:

(a) if self-employed, the address, phone number and email address of the registrant's primary or main practice; and

(b) if employed, the name of the employer, and the address, phone number and email address of the employer's practice at which the

registrant practises veterinary medicine on a regular basis.

(2) Subsection (1)(b) does not apply to a registrant working as a locum.

(3) A registrant who is a locum or does not have a primary or main practice must provide the registrar with the registrant's home address, phone number and email address, if it is different than the registrant's or employer's business address, phone number and email.

Change of address and contact information

2.41 (1) A registrant must promptly inform the registrar of any changes to the business or home information, as applicable, and make reasonable efforts to do so before a change takes effect.

(2) A registrant must use the name for which registration was granted and which appears in the register and online registry.

(3) Upon request and the provision of proof of Canadian federal or provincial government issued identification, the registrar may change the registrant's name on the college's register.

Definitions for information requests

2.42 For the purpose of information requests:

(1) "**accessible information**" means the information concerning a registrant as described in section 39(2) of the Act;

(2) "**another regulatory body**" means a regulatory body established or mandated under legislation to regulate the veterinary profession or another profession in the public interest:

(i) from another jurisdiction, or

(ii) the province of British Columbia, with which a registrant or applicant has held or has applied for membership.

Public request for information in the register about a registrant

2.43 When the registrar receives a request from a person for information concerning a registrant, the registrar must respond to such a request by:

(1) allowing the person to access the accessible information concerning that registrant in the register in accordance with section 40 of the Act, or

(2) providing the person with a copy of the accessible information concerning that registrant on the same terms and conditions as specified in section 40 of the Act.

Regulatory body request for information about a registrant

2.44 (1) When the registrar receives a request from another regulatory body for information concerning a registrant or former registrant, the registrar must respond to such a request by providing a report to the other regulatory body containing the information requested by the regulatory body, as follows:

(a) accessible information concerning that registrant's published

disciplinary history;

(b) complaints history, as consented to and directed by the registrant;

(c) investigation history, as consented to and directed by the registrant;

(d) published practice restrictions; and

(e) any other information reasonably requested, which the registrant consents and directs to be released.

(2) Updates to the information provided under subsection (1) will be provided upon request.

(3) In disclosing information under subsections (1) to (2), the registrar must not disclose the names of complainants, clients, families or information that might otherwise enable a person inquiring about the status of a registrant to establish the identity of a complainant or client, or families, unless such persons consent to such disclosure or such information is already in the public domain.

Examinations

Examinations and Seminars

2.45 (1) The committee may in its discretion delegate to the registrar any of the following actions:

(a) approve all seminars and examinations required to be taken under the Bylaws;

(b) set the pass mark for an examination;

(c) set the time and place for the holding of seminars and examinations, including providing an additional seminar or examination time or another accommodation if the committee believes it is appropriate;

(d) designate invigilators for an examination;

(e) set the procedures for the conduct of seminars and examinations;

(f) review the results of an examination or re-examination for each applicant and make a determination as to whether or not the applicant passed or failed that examination; and

(g) notify the applicant of the results of the examination or re-examination as soon as is practicable.

(2) The committee may appoint a panel, including its chair, to prepare an examination required under the bylaws or to undertake any other function prescribed in subsection (1).

(3) The registrar or the panel and its chair appointed under subsection (2) must report to the committee as directed.

Examination fees

2.46 An applicant who must write examination shall:

(1) pay the examination fee, which includes the seminar, as set out in Schedule "C" at least two weeks prior to the date of the examination, unless the registrar approves a shorter time period for payment, and

(2) attend the required seminar and examination at a date, time and place as set by the registrar.

Repeating an examination

2.47 An applicant who fails an examination may rewrite the examination, but must attend the bylaw and ethics seminar before rewriting the examination.

Improper conduct during an examination

2.48 (1) Where an invigilator has reason to believe that an applicant has engaged in improper conduct during the course of an examination, the invigilator must report the improper conduct to the registration committee.

(2) After considering a report made under subsection (1), the committee may take one or more of the following steps:

(a) fail the applicant,

(b) pass the applicant,

(c) require the applicant to rewrite the examination, and

(d) disqualify the applicant from participating in any examination for a defined period of time.

(3) The committee must provide an applicant written reasons for itsdecision made pursuant to this section.