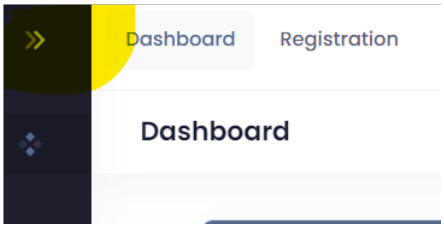
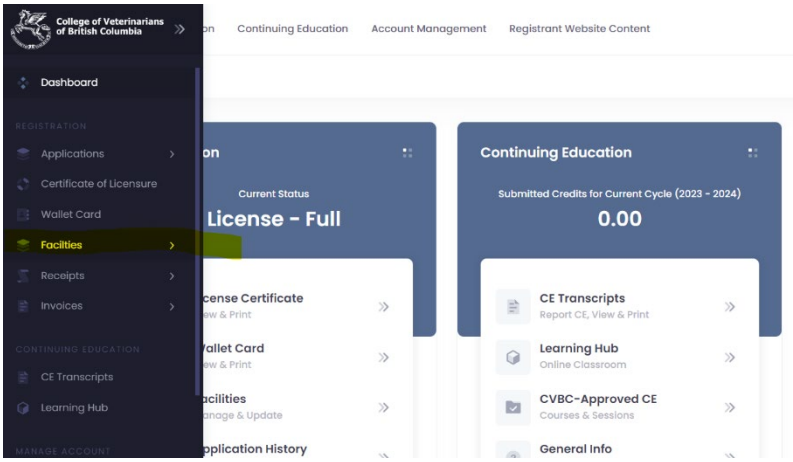
FACILITY ANNUAL DECLARATION: How to access and complete

If a registrant signs into the portal, there are 2 ways to arrive at the Annual Declaration,

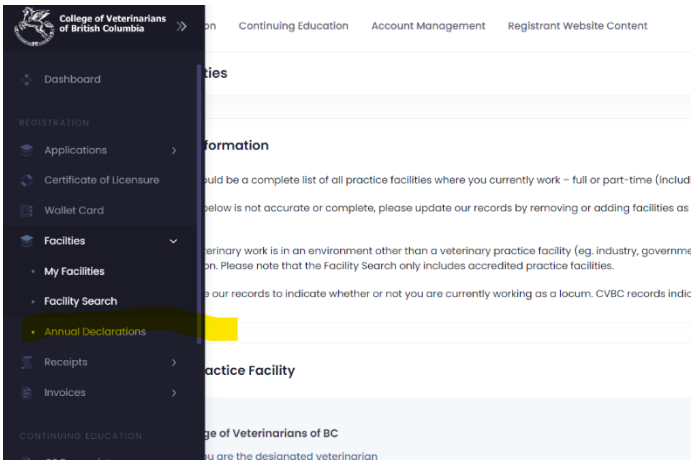
The first is to click here on the left side of the screen:



This opens the column on the left, you will see a list, click on facilities:

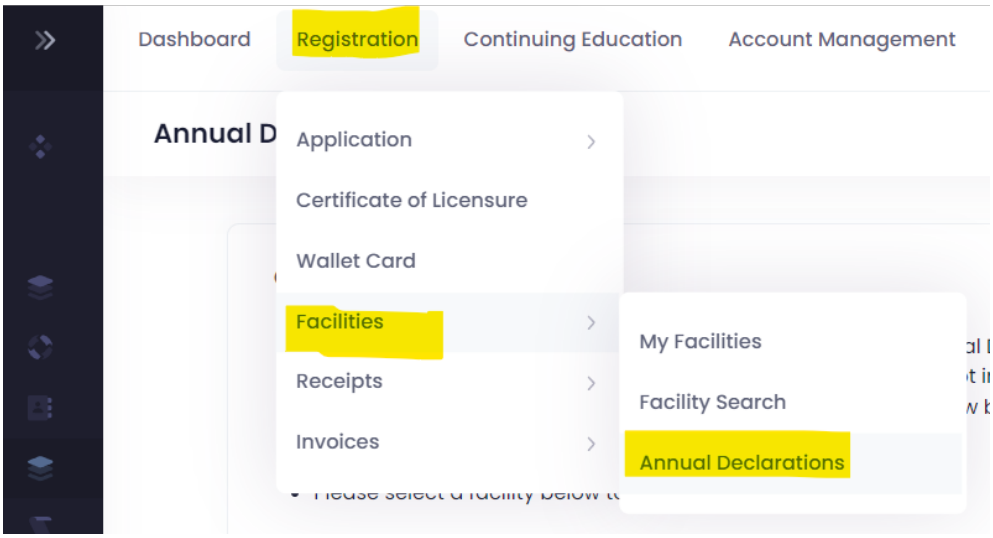


Then click on Annual Declaration:



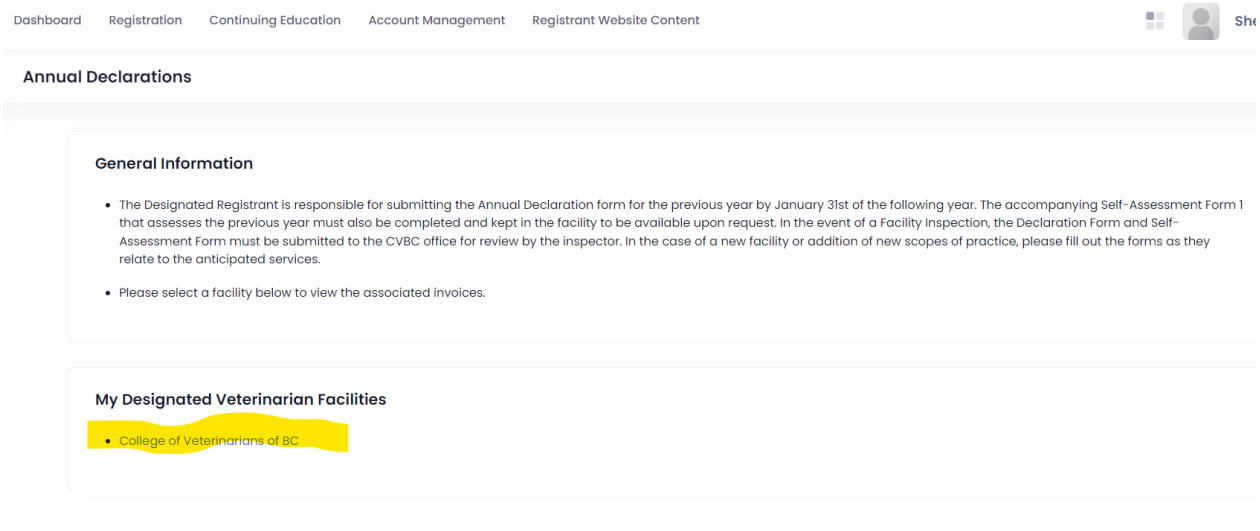
OR

At the top of the page, hover over registration, then facilities, then annual declaration and click:

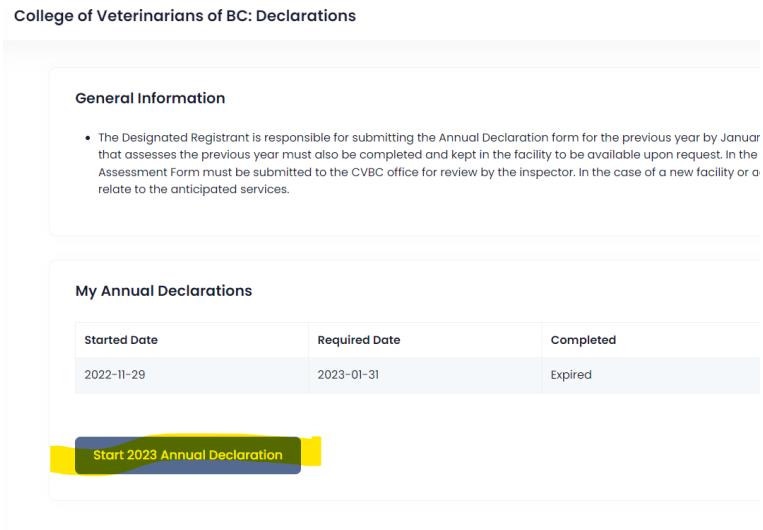


Either will bring you to this page, click on the facility you want to complete the AD for. There may be more than one if the DR for more than one facility:

The

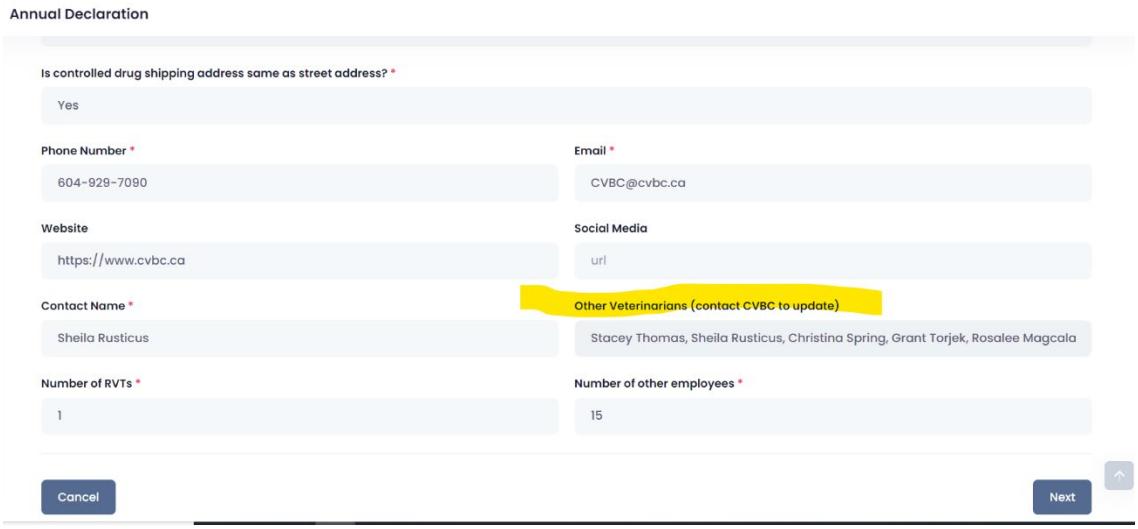


You can then click the button to start the Annual Declaration for that facility:

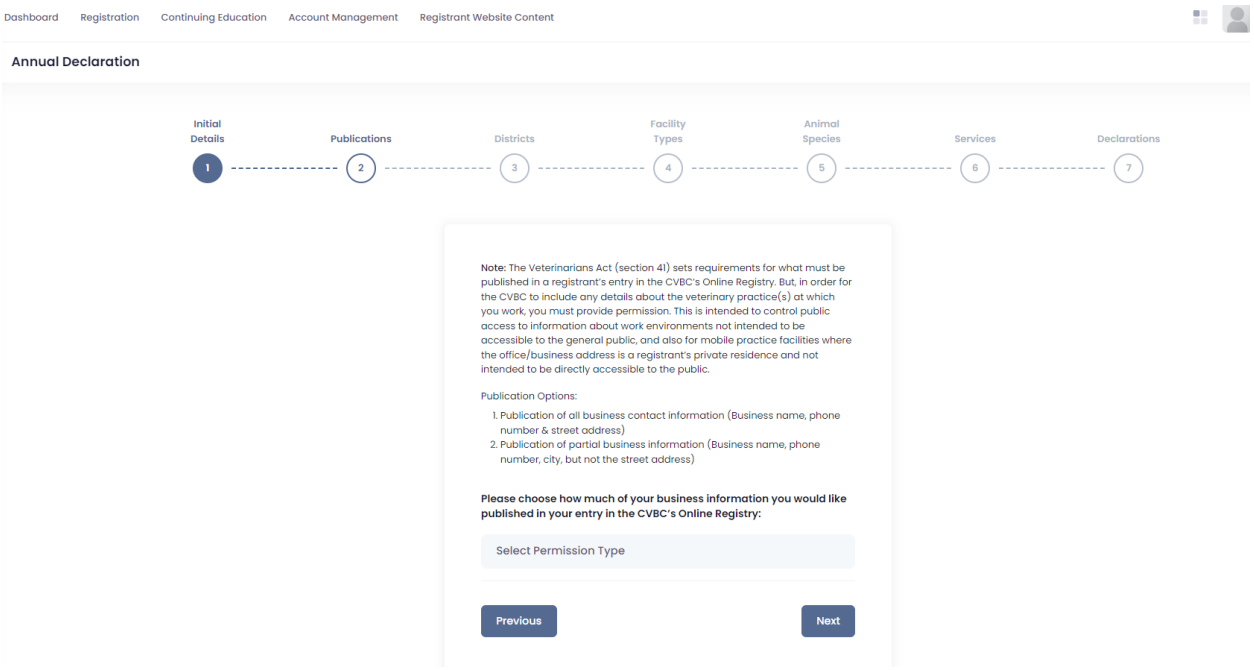


The first page is autofilled from your entry in the database. Please check that all the information is correct.

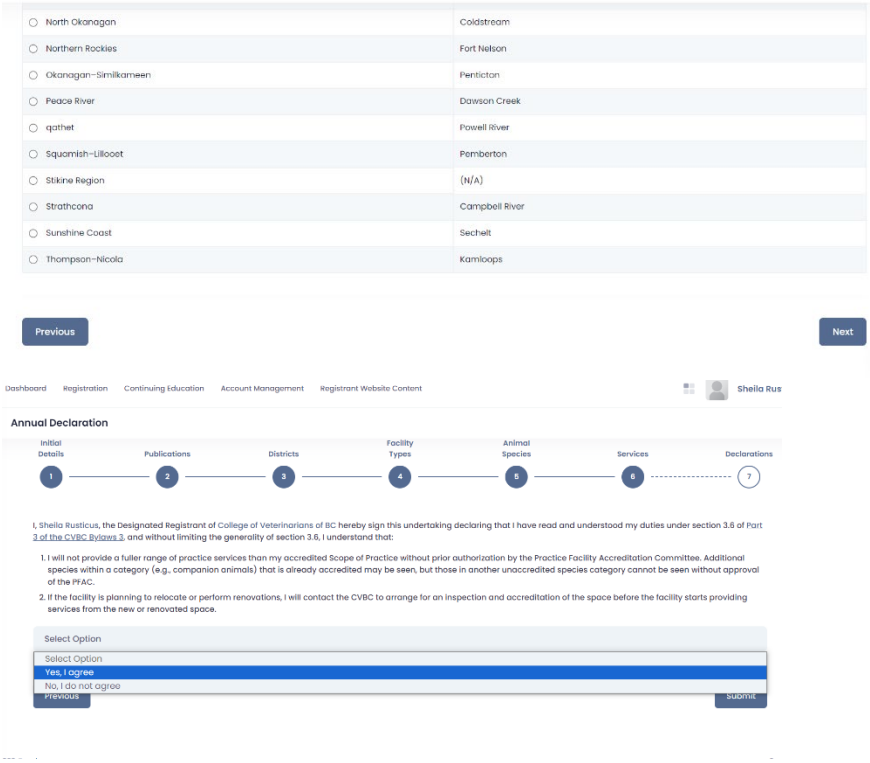
The list of veterinarians is taken from the list we currently have associated with your facility in the database. This can not be altered in the current form, please notify CVBC if changes are made. Individual registrants can update this in their individual accounts and decide if the facility(ies) they are associated with are published in the registry.



A facility can have either full business info or partial info published in the registry In special circumstances we may remove other info, a facility should contact us if that is something they think should occur.



From there, it is a case of scrolling the fields and entering type of facility, species and services, in a nicer format than last year. They can hit the previous button to go back, and if they leave, their progress is saved.



College of Veterinarians of BC: Declarations

General Information

- The Designated Registrant is responsible for submitting the Annual Declaration form for the previous year by January 31st of the following year. The accompanying Self-Assessment Form 1 that assesses the previous year must also be completed and kept in the facility to be available upon request. In the event of a Facility Inspection, the Declaration Form and Self-Assessment Form must be submitted to the CVBC office for review by the inspector. In the case of a new facility or addition of new scopes of practice, please fill out the forms as they relate to the anticipated services.

My Annual Declarations

Started Date	Required Date	Completed	Action
2023-11-01	2024-01-31	Yes	---
2022-11-29	2023-01-31	Expired	---