

January 31, 2022

Notice of Proposal to Amend College of Psychologists of BC Bylaws

On January 28, 2022 the board of the College of Psychologist of British Columbia (CPBC) **approved proposed amendments** to CPBC's bylaws. These amendments are subject to the notice requirements described in section 19(6.2) of the *Health Professions Act*. Notice is hereby provided to the public, the Ministry of Health and other interested stakeholders of the amendments as described in the **Schedule of Amendments** and **Blackline**.

The amendments include the following changes:

- Removing the existing requirement to establish a Patient Relations Committee, and replacing it with a requirement to establish a Client Relations Program, under the Board's oversight, consistent with the practice of other colleges;
- Removing unused provisions for application and registration in previously established limited registration classes for Associate Psychologists (Corrections) and Psychology Assistants which have been closed to new applicants;
- Removing registration and renewal forms from the bylaws as has been done by several other colleges;
- Replacing gendered pronouns with non-gendered pronouns throughout.

The proposed schedule of amendments will be posted for three months (until May 2, 2022) to provide time for comments. All comments are considered by both the College and the Ministry of Health. If you prefer, you may provide comments directly to the Ministry of Health. Please see contact information below.

Notice Date: January 31, 2022

Deadline for comments: May 2, 2022

College of Psychologists

Email addressed to the Registrar at feedback@collegeofpsychologists.bc.ca

By fax at 604-736-6133

Ordinary mail: Registrar

College of Psychologists of British Columbia

#404 - 1755 West Broadway

Vancouver, BC V6J 4S5

Ministry of Health

Complete the online MoH feedback [form](#)

Email the Executive Director, Professional Regulation & Oversight Branch at PROREGADMIN@gov.bc.ca

Ordinary mail: Executive Director, Professional Regulation & Oversight Branch

Ministry of Health, Health Sector Workforce Division

1515 Blanshard Street

PO Box 9649 STN PROV GOVT

Victoria BC V8W 9P4

RESOLUTION OF THE BOARD
OF
THE COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA
MADE THE <> DAY OF <>, 2022

RESOLVED THAT, in accordance with the authority established in section 19(1) of the *Health Professions Act* (the “*HPA*”), and subject to filing with the Minister of Health (the “Minister”) as required by section 19(3) of the *HPA* and notice as required by section 19(6.2) of the *HPA*, the board amends the Bylaws of the College of Psychologists of British Columbia as set out in the attached Schedule.

CERTIFIED A TRUE COPY

Lisa J. Seed, Chair

Dr. Andrea Kowaz, Registrar

SCHEDULE

The bylaws of the College of Psychologists of British Columbia made under the authority of the *Health Professions Act* are amended as follows:

1. Section 1(2) is amended

(a) in the definition of “deliver” by striking out “electronic mail” and substituting “e-mail”; and

(b) by repealing the definition of “patient”.

2. Section 5 is amended by repealing subsection (1) and substituting the following:

(1) An elected board member ceases to hold office as an elected board member if they

(a) cease to be a registered psychologist registrant in good standing,

(b) cease to be a resident of British Columbia,

(c) become an employee of the College,

(d) resign from office as an elected board member, or

(e) die.

3. Section 8(16)(c) is amended by striking out “his or her” and substituting “their”.

4. Section 9(15) is amended by striking out “he or she casts” and substituting “they cast”.

5. Section 10 is amended

(a) by repealing subsection (3) and substituting the following:

(3) At least one-third of the membership of each of the registration committee, inquiry committee, discipline committee and quality assurance committee must be public representatives. , **and**

(b) in subsection (6) by striking out “subsection (4)” and substituting “subsection (3)”.

6. Section 16(4) is amended by striking out “he or she was” and substituting “they were”.

7. Section 18 is repealed.

8. Section 30(5)(a) is amended by striking out “electronic mail” wherever it appears and substituting “e-mail”.

9. Section 35 is amended

(a) in subsection (3) by striking out “his or her” and substituting “their”, and

(b) in subsection (4) by striking out “he or she has taken to fulfill his or her” and substituting “they have taken to fulfill their”.

10. Part 4 is amended by adding the following section:

42.1 Applications

- (1) For the purpose of section 20(2)(a) of the Act, every person seeking registration, including reinstatement or renewal of registration, must deliver a registration application to the College in the manner specified by the registrar for the class in which that person is seeking registration.
- (2) For each class, the registrar must specify the manner of delivery for the purpose of subsection (1) and may modify the manner of delivery from time to time as the registrar considers necessary or advisable

11. Section 43(1) is amended

(a) by striking out “An applicant for registration” and substituting “For the purpose of section 20(2)(b) of the Act, an applicant for registration”,

(b) by repealing paragraphs (a) and (b),

(c) in paragraph (c) by striking out “other”,

(d) by striking out “.” at the end of paragraph (j) and substituting “;”, and

(e) by adding the following paragraphs:

- (k) a valid e-mail address for the purpose of receiving communications from the College to the applicant, and, without limitation, all other personal contact or emergency contact information for the applicant that the registrar requires reasonably in the circumstances;
- (l) any information within the control of the registrant that is required to be maintained in the register under section 21(2) of the Act or section 55.3, to the extent that such information is not required to be delivered to the College under another provision of these bylaws;
- (m) any supplementary or supporting information or records about the applicant that is relevant to other information or another item that the applicant is required to deliver to the registrar in, with, or in support of their registration application, which the registrar or the registration committee requires to be submitted in, with, or in support of registration applications, generally or by class, from time to time.

12. Part 4 is further amended by adding the following section:

43.1 Registration fees

For the purpose of section 20(2)(c) of the Act,

- (a) every applicant for registration, including reinstatement or renewal of registration, must deliver to the registrar the full amount of all applicable application, registration or renewal fees specified in Schedule C, and
- (b) subject to section 52(7.1) to (8), every applicant for reinstatement of registration under section 52 must deliver to the registrar an additional reinstatement fee in an amount equal to 35% of the renewal fees specified in Schedule C for the applicable class of registrants.

13. Sections 44(1), 48(2), 49(1), 49.1(2), 50(1), 51(2) and 52(2) are amended by striking out “section 20(2)” and substituting “section 20(2)(b)”.

14. Section 45 is amended

(a) by repealing subsections (0.1) to (4) and substituting the following:

- (1) Subject to section 51, a person is entitled to associate psychologist (corrections) registration if the person
 - (a) held registration as an associate psychologist (corrections) registrant immediately before January 1, 2022, and met the applicable conditions and requirements for renewal of registration on or before that date, and
 - (b) has held associate psychologist (corrections) registration continuously from January 1, 2022, or satisfies all applicable conditions and requirements for reinstatement of associate psychologist (corrections) registration under section 52. , **and**

(b) in subsection (5)(a) by striking out “his or her” and substituting “their”.

15. Section 47 is amended

(a) by repealing subsections (0.1) to (3) and substituting the following:

- (1) In this section, “**declaration of intention to restrict practice**” means
 - (a) the declaration that a psychology assistant registrant provided to the registrar, at the time of the registrant’s initial application for psychology assistant registration, of the registrant’s intention to restrict his or her practice to an area of psychology practice described in Schedule H.1, or
 - (b) an amended declaration of intention to restrict practice approved by the registration committee.

- (2) Subject to section 51, a person is entitled to psychology assistant registration if the person
 - (a) held registration as a psychology assistant registrant immediately before January 1, 2022, and met the applicable conditions and requirements for renewal of registration on or before that date, and
 - (b) has held psychology assistant registration continuously from January 1, 2022, or satisfies all applicable conditions and requirements for reinstatement of psychology assistant registration under section 52. ,
and

(b) in subsection (4) by repealing paragraph (a) and substituting the following:

- (a) must restrict their practice of psychology to the provision of services included in the area of practice for which they have provided to the registrar a declaration of intention to restrict practice, .

16. Sections 49(1)(b)(iii) and 50(1)(b)(ii) are amended by striking out “section 43(1)(a) to (d)” and substituting “section 43(1)(c), (d) and (k) to (m)”.

17. Section 49.1 is amended by adding the following subsection:

- (3.1) A temporary (emergency) registrant may only use the title “temporary emergency psychologist” and must not use any abbreviations of that title.

18. Section 51(2) is further amended

(a) by repealing paragraphs (a) and (b),

(b) in paragraph (c) by striking out “other”, and

(c) by adding the following paragraph:

- (d.1) if the registrant is responsible for any practice records respecting any work performed by the registrant in an institutional setting in British Columbia, a declaration of institutional contact in a form acceptable to the registration committee in respect of each applicable institution, .

19. Section 51(4) is amended by striking out “contain the application form required under subsection (2)(a), state the applicable renewal fees payable by the registrant under subsection (2)(b),” and substituting “state the applicable renewal fees payable by the registrant under section 43.1”.

20. Section 52(2) is further amended

(a) by adding “, in respect of an application for reinstatement of registered psychologist registration,” between “cancelled or” and “within the time specified”,

(b) by repealing paragraphs (a) and (b),

- (c) in paragraph (c) by striking out “other”, and**
- (d) in paragraph (g) by striking out “owns or” and “current or former”.**

21. Section 52 is further amended

- (a) by repealing subsection (3) and substituting the following:**

- (3) The registration committee may extend the time for a former registrant to apply for reinstatement of registered psychologist registration under subsection (2) if, in addition to the items required under subsection (2), the applicant delivers to the registrar
 - (a) subject to subsections (7.1) and (7.2), the items referred to in section 43(1)(f) to (h) and (j) to (m),
 - (b) a declaration of competence as described in section 44(1)(g)(ii), and
 - (c) any additional evidence that may be required by the registration committee to satisfy it that the applicant
 - (i) continues to meet the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and
 - (ii) has maintained current knowledge, skills and abilities that are substantially equivalent to the standards of academic technical achievement and the competencies or other qualifications required for initial applicants for registered psychologist registration. ,

- (b) in subsection (5) by striking out “he or she” and substituting “they”,**

- (c) in subsection (7)(c) by striking out “his or her” and substituting “their”, and**

- (d) in subsections (7.1)(a), (7.2)(a) and (8), by striking out “subsection (2)(b)” and substituting “section 43.1(b)”.**

22. Section 55.2 is amended by repealing subsection (1.2).

23. Section 55.3(2) is amended by adding “e-mail address,” after “telephone number,”.

24. Sections 55.5(4), 56(1) and 59(2) are amended by striking out “his or her” and substituting “their”.

25. Section 56(2) is amended by striking out “a patient of a registrant or former registrant” and substituting “complainant”.

26. Section 59.1(1) is amended

- (a) in paragraph (a) by striking out “himself or herself” and substituting “themselves”,**

- (b) in paragraphs (c) and (d) by striking out “patients” wherever it appears and substituting “clients”, and*
- (c) in paragraph (d)(i) to (iii) by striking out “patient” wherever it appears and substituting “client”.*

27. Section 60 is amended by striking out “section 39(1)(f)” and substituting “section 39(2)(f)”.

28. Part 6 is amended by adding the following section:

62.1 Client relations program

- (1) The College must establish a patient relations program to seek to prevent professional misconduct of a sexual nature, to be known as the client relations program.
- (2) For the purposes of the client relations program referred to in subsection (1), the board must
 - (a) establish and maintain procedures by which the College deals with complaints of professional misconduct of a sexual nature,
 - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a), and
 - (c) develop guidelines for the conduct of registrants with their clients.
- (3) The registrar must provide information to the public regarding the College’s complaint, investigation and discipline processes.
- (4) In this section, **“professional misconduct of a sexual nature”** means professional misconduct involving
 - (a) sexual intercourse or other forms of physical sexual relations between a registrant and a client,
 - (b) touching, of a sexual nature, of a client by a registrant, and
 - (c) behaviour or remarks of a sexual nature by a registrant towards a client, but does not include touching, behaviour and remarks by a registrant towards a client that are of a clinical nature appropriate to the service being provided.

29. Schedules B and D are repealed.

30. Schedule C is amended by substituting the new Schedule C set out in the attached Appendix.

31. Schedule H is amended

- (a) in its title by striking out “AND MASTER’S”,*
- (b) by striking out the introductory paragraph and substituting the following:*

In evaluating the content of a doctoral program of study (including practica) offered by a Canadian post-secondary educational institution, the equivalency of a degree from a non-Canadian educational institution, or a pre-doctoral internship, for the purpose of assessing whether an applicant's degree or pre-doctoral internship meets the conditions and requirements for registered psychologist registration under Part 4 of the bylaws, the registration committee must be guided by the applicable criteria in this schedule.

For further guidance, the registration committee may also refer to psychology training standards established by the Canadian Psychological Association (CPA), the American Psychological Association (APA), or other relevant authorities. ,

- (c) by striking out the Part numbering "1." accompanying the heading "Registered Psychologist Registration",**
- (d) in paragraphs 8 a)(3) and 9 under "C. Program Characteristics Criteria" for Registered Psychologist Registration, by striking out "his or her" and substituting "their",**
- (e) in paragraph 3 under "F. Pre-Doctoral Internship Criteria" for Registered Psychologist Registration, by striking out "He/she is" and substituting "The Director is",**
- (f) in paragraph 10 under "F. Pre-Doctoral Internship Criteria" for Registered Psychologist Registration, by striking out "he or she plans" and substituting "they plan", and**
- (g) by repealing Part II, "Associate Psychologist (Corrections) Registration".**

APPENDIX

The following is substituted for Schedule C of the bylaws:

SCHEDULE C

Schedule of Fees

Effective December 1, 2017¹

A. Application Fees:	Amount (Canadian Currency or US Equivalent)
1. Registered Psychologist	
a) CPA/APA accredited program graduates	\$600
b) Non-CPA/APA accredited program graduates	\$1100
c) AIT applicants from Canadian jurisdictions	\$550
d) Mobility applicants from the United States	\$550
2. Temporary (Visitor)*	\$450
[*fee covers application fee and temporary registration fee]	
3. Application for Reinstatement	35% of the annual renewal fee for the class of registration.
B. Examinations	
1. Oral Examination – per exam	\$600
2. Written Jurisprudence Examination – per exam	\$225
3. Examination for Professional Practice in Psychology (EPPP) (admin. fee/ per exam)	\$150
4. Readiness for Practice Examination	\$350

¹ The fees specified in this schedule were effective December 1, 2017. The schedule was subsequently amended effective <>, 2022 to remove references to fees that are no longer applicable as a result of other bylaw amendments.

C. Registration/Renewal Fees **Amount (Canadian Currency or US Equivalent)**

- | | |
|---|---------|
| 1. Registered Psychologist, Supervised Psychologist and Associate Psychologist (Corrections) | \$1200 |
| 2. Psychology Assistant | \$240 |
| 3. Non-Practising | \$300 |
| 4. Initial Registration Fee for Registered Psychologist
[*fee is pro-rated by date of registration] | \$1200* |

D. Administrative Fees

- | | |
|--|-------|
| 1. Fees per Bylaw Sections 51(3) and 52(6)(a) | \$150 |
| 2. Application Expiry Date Extension Fee (Registered Psychologist) – per four month extension | \$400 |
| 3. Additional Registration Certificate | \$25 |
| 4. NSF Cheque charge | \$50 |
| 5. Fee for failure to advise change in Register information (per Bylaw Section 55.3) | \$100 |

COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA

BYLAWS

(as of April 21, 2020;

January 2022 proposed amendments shown with track changes)

1. Definitions

(1) Except as otherwise provided, terms used in these bylaws have the same meaning as in the *Health Professions Act*.

(2) In these bylaws, unless the context indicates otherwise,

“Act” means the *Health Professions Act*;

“appointed board member” means a person appointed to the board under section 17(3)(b) of the *Act*;

“board” means the board of the College;

“board member” means an appointed board member or an elected board member;

“College” means the College of Psychologists of British Columbia;

“deliver”, with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person’s mailbox or receptacle at the person’s residence or place of business, or transmit to the most recent ~~electronic mail~~ e-mail address, if any, provided to the College by a registrant for the purpose of delivery;

“elected board member” means a person elected to the board under section 17(3)(a) of the *Act* or appointed to the board under section 6;

“in good standing” means, in respect of a registrant,

- (a) the registration of the registrant is not suspended under the *Act*, and
- (b) no limits or conditions are imposed on the registrant’s practice of psychology under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*;

“ordinary resolution” means a resolution which requires a majority vote of those persons present and eligible to vote;

~~**“patient”** means a client who receives a service included in the “practice of psychology”, as defined in the Regulation, from a registrant or from a person under supervision of a registrant;~~

“personal information” means “personal information” as defined in schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

“public representative” means

- (a) a person who
 - (i) is not a registrant or former registrant, and
 - (ii) has no close family or business relationship with a registrant or former registrant, or
- (b) an appointed board member;

“Regulation” means the Psychologists Regulation, B.C. Reg. 289/2008;

“regulations” means the regulations under the *Act*;

“special resolution” means a resolution which requires a two-thirds vote of those persons present and eligible to vote.

PART 1: COLLEGE BOARD, COMMITTEES AND PANELS

2. Board

The board consists of six elected board members and the appointed board members.

3. Election procedure

- (1) The registrar must supervise and administer all board elections and, subject to these bylaws and any board policies not inconsistent with these bylaws, may establish procedures for that purpose.
 - (1.1) Subject to subsection (1.2), only a registered psychologist registrant in good standing is eligible to vote or be elected in an election under section 17(3)(a) of the *Act*.
 - (1.2) A registered psychologist registrant is ineligible to be elected in an election under section 17(3)(a) of the *Act* if, at any time during the five-year period preceding the deadline for nominations for the vacant position, limits or conditions were imposed on the registrant’s practice of psychology or the registration of the registrant was suspended or cancelled under section 32.2, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*, unless otherwise directed by the inquiry committee or discipline committee, as the case may be.
- (2) The registrar must notify every registered psychologist registrant of a board election by giving written notice at least 60 days before the term of office of a board member expires.
- (3) The notice under subsection (2) must contain information about the nomination procedure and the election procedure, including nomination papers.
- (4) A registered psychologist registrant in good standing may nominate not more than two registered psychologist registrants for each vacant position on the board.

- (5) A registrant making a nomination must deliver the following to the registrar at the offices of the College not later than 45 days before the term of office of a board member expires:
 - (a) the nomination papers;
 - (b) the written consent of the person nominated;
 - (c) a candidate questionnaire completed by the person nominated, in the form established in Schedule A;
 - (d) a conflict of interest disclosure statement completed by the person nominated, in the form established in Schedule A.1.

- (6) If the registrar is satisfied that a person nominated under subsection (5)
 - (a) is eligible for election,
 - (b) has been nominated within the time and as required under these bylaws,
 - (c) has given the required consent,
 - (d) has completed the required candidate questionnaire, and
 - (e) has completed the required conflict of interest disclosure statement, and has not declared any conflict of interest of such a nature as to disqualify the person from serving as a board memberthe registrar must declare that person a candidate for election.

- (7) A person declared to be a candidate for election under subsection (6) may deliver the following to the registrar within five days after the date the candidate's nomination papers were filed:
 - (a) a brief biography of the candidate;
 - (b) a brief statement concerning the candidate's contributions to the profession.

- (7.1) Information delivered by a candidate under subsection (7) must not be inconsistent with the oath of office prescribed for the purpose of section 17.11 of the *Act*.

- (8) Not later than 28 days before the term of office of a board member expires, the registrar must send to each registered psychologist registrant
 - (a) one election ballot,
 - (b) any information provided by a candidate as permitted in, and within the time required by, subsections (7) and (7.1), and
 - (c) notice of the time and date by which election ballots must be delivered to the offices of the College for counting.

- (9) The registrar must make a candidate questionnaire provided by a candidate under subsection (5)(c) available for inspection by any registered psychologist registrant at all reasonable times during regular business hours, from the time the registrar declares that person a candidate for election under subsection (6) until the time and date specified in the notice under subsection (8)(c).

- (10) Each registered psychologist registrant in good standing may cast one vote for each board position to be elected.
- (11) The registrar must be satisfied that each ballot is submitted by an eligible voter and that the anonymity of each voter is assured in the counting of ballots.
- (12) The candidate for election receiving the most votes on the return of the ballots is elected.
- (13) In the case of a tie vote, the registrar must select the successful candidate by random draw.
- (14) The registrar must resolve any dispute or irregularity with respect to any nomination, ballot or election.
- (15) Where the number of persons nominated is less than or equal to the number of board positions at the close of nominations, all the nominees are elected to office by acclamation.
- (16) The registrar must publish the results of the election on the College website within a reasonable period of time after the election.

4. Terms of office

- (1) The term of office for an elected board member is three years.
- (2) An elected board member may serve a maximum of two consecutive terms.
- (3) An elected board member may resign at any time by delivering a notice in writing to the registrar and the resignation is effective upon receipt by the registrar.

5. Removal of board member

- (1) An elected board member ceases to hold office as an elected board member if ~~he or she~~they
 - (a) ~~ceases~~cease to be a registered psychologist registrant in good standing,
 - (b) ~~ceases~~cease to be a resident of British Columbia,
 - (c) ~~becomes~~become an employee of the College,
 - (d) ~~resigns~~resign from office as an elected board member, or
 - (e) ~~dies~~die.
- (2) In addition to the power of the board under section 17.11(5) of the *Act*, an elected board member may be removed from office as an elected board member by special resolution of the registrants in good standing in attendance at a general meeting of the College.

6. Vacancy

- (1) A vacant elected position on the board may be filled by a registered psychologist registrant in good standing who has been appointed by special resolution of the board.
- (2) An appointment under subsection (1) expires on the earlier of
 - (a) the date of the end of the term of the vacated elected position, and
 - (b) the date of the next scheduled board election.
- (3) If an appointment under subsection (1) is made less than 60 days before it expires under subsection (2),
 - (a) the election for the position must be deferred until the date of the next scheduled board election referred to in subsection (2) (b), and
 - (b) on expiry of the appointment, the board may again act under subsection (1) in respect of the position.
- (4) Despite subsections (2) and (3), if the expiry under subsection (2) of an appointment under subsection (1) would result in elections for more than two positions on the Board occurring at the same time,
 - (a) the election for the position in respect of which the appointment under subsection (1) was made must be deferred until the date of the next scheduled board election in which only one position would otherwise be elected, and
 - (b) on expiry of the appointment, the board may again act under subsection (1) in respect of the position for which the election is deferred under paragraph (a).

7. Reimbursement of board members

A board member must be reimbursed by the College in accordance with board policies for reasonable expenses necessarily incurred in connection with College business.

8. Chair and vice-chair

- (1) Subject to subsection (12), at the first board meeting after an election under section 17(3)(a) of the *Act*, the board must elect a chair and vice-chair from among its members, for a one-year term, in accordance with the process set out in subsections (2) to (11).
- (2) Immediately after the certification of the results of the board election under section 17.1(1) of the *Act*, the registrar must call for nominations for the positions of chair and vice-chair.
- (3) Subject to subsection (13), any board member may nominate another board member for each of the positions of chair or vice-chair, at any time up to or at the commencement of the agenda item for the election of the applicable position under subsection (4).

- (4) The election of the chair, followed by the election of the vice-chair, must be the first items of business at the board meeting referred to in subsection (1).
- (5) If only one candidate is nominated for the position of chair or vice-chair, that candidate is deemed to be elected to the applicable position by acclamation.
- (6) If two or more candidates are nominated for the position of chair or vice-chair,
 - (a) each candidate must be provided an opportunity to speak to the board, but is not required to do so, and
 - (b) after the conclusion of any speeches under paragraph (a), each board member may cast one vote for the applicable position, by secret ballot.
- (7) A candidate who receives a majority of votes cast under subsection (6)(a) is elected to the applicable position.
- (8) If no candidate receives a majority of votes cast under subsection (6)(a),
 - (a) a run-off vote must be held immediately, between the two candidates who received the most votes, including, in the event of a tie, any other candidates receiving an equal number of votes, and
 - (b) each board member may cast one vote for a remaining candidate for the applicable position, by secret ballot.
- (9) A candidate who receives a majority of votes cast under subsection (8)(b) is elected to the applicable position.
- (10) If no candidate receives a majority of votes cast under subsection (8)(b), the registrar must select the successful candidate by random draw.
- (11) Votes cast by secret ballot under subsection (6)(b) or (8)(b) must be counted by the registrar.
- (12) Despite subsections (2) to (11), the board may, by unanimous vote, change the timing or process for electing the chair or vice-chair.
- (13) A board member may serve as chair for a maximum of two consecutive terms.
- (14) The chair or vice-chair may be removed by majority vote of the board.
- (15) In the event of a vacancy in the position of chair or vice-chair,
 - (a) the registrar must call for nominations for the vacant position, and
 - (b) the board must elect another chair or vice-chair, in accordance with subsections (3) to (12), to fill the applicable vacancy as soon as is convenient.
- (16) The chair must
 - (a) preside at all meetings of the College and board,

- (b) sign certificates, diplomas and other instruments executed on behalf of the College, and
 - (c) act generally in accordance with the requirements of ~~his or her~~their office for the proper carrying out of the duties of the board.
- (17) The vice-chair must perform the duties of the chair in the absence of the chair.
- (18) In the absence of both the chair and the vice-chair at a board meeting, the board members present must elect an acting chair.

9. Board meetings

- (1) The board must meet at least four times in each fiscal year and, subject to subsection (4), must provide reasonable notice to all registrants of its meetings.
- (2) The registrar must call a board meeting on the request of the chair or three board members.
- (3) With the prior approval of the chair, a board member may participate in a board meeting by means of tele-conference or video-conference connections if the member is unable to attend the meeting in person.
- (4) In order to conduct urgent business, the chair may request the registrar to call a board meeting to be conducted by tele-conference or video-conference connection, and in that event, notice need not be given to all registrants.
- (5) With the prior approval of the chair, a vote of a board member on an ordinary resolution may be recorded by an e-mail transmission from that member.
- (6) *[repealed]*
- (7) On request, the registrar must provide the following to a member of the public:
 - (a) details of the time and place of a board meeting;
 - (b) a copy of the agenda;
 - (c) a copy of the minutes of any preceding meeting.
- (8) Subject to subsections (4) and (9), board meetings must be open to registrants and to the public.
- (9) The board may exclude any person who is not a board member from any part of a meeting if the attendance of that person at the meeting is disruptive, or if the board is satisfied that one or more of the following matters will be discussed:
 - (a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in board meetings being open to the public;

- (b) information concerning an application by any individual for registration under section 20 of the *Act* or reinstatement or renewal thereof, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
 - (c) information concerning a complaint against, or investigation of, any individual under Part 3 of the *Act*, the disclosure of which would be an unreasonable invasion of any individual's personal privacy;
 - (c.1) information concerning a practice assessment of a registrant or applicant under section 55.5, the disclosure of which would be an unreasonable invasion of the registrant or applicant's personal privacy;
 - (d) information the disclosure of which may prejudice the interests of any person involved in
 - (i) a proceeding under the *Act*, including a disciplinary proceeding under Part 3 of the *Act* or a review under Part 4.2 of the *Act*, or
 - (ii) any other criminal, civil or administrative proceeding;
 - (e) personnel matters;
 - (f) property acquisitions;
 - (g) the contents of examinations;
 - (h) information concerning the scoring or results of examinations or any report of an invigilator under section 55.2(3), the disclosure of which would be an unreasonable invasion of any individual's personal privacy;
 - (i) communications with the Office of the Ombudsperson;
 - (j) instructions given to or opinions received from legal counsel, or any other matter which is subject to solicitor-client privilege;
 - (k) information which the College would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
 - (l) information which the College is otherwise required by law to keep confidential.
- (10) If the board excludes any person from a part of a meeting, the board must note its reasons for doing so in the minutes of the meeting.
- (11) The registrar must ensure that minutes are taken at each meeting and that the approved minutes, signed by the registrar, are maintained as College records.
- (12) Unless otherwise provided in these bylaws, the board must take any action required in the *Act* or the bylaws by ordinary resolution and record the resolution in the minutes.
- (13) A majority of the board constitutes a quorum.
- (14) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.

- (15) In case of an equality of votes, the chair may not cast a second vote in addition to the vote ~~he or she casts~~ they cast as a board member and the proposed resolution fails.

9.1 Resolutions in writing

- (1) A resolution approved by a majority of all board members in writing, including by mail, facsimile or e-mail, is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.
- (2) A resolution approved by two-thirds of all board members in writing, including by mail, facsimile or e-mail, is valid and binding and of the same effect as a special resolution duly passed at a meeting of the board.
- (3) A report of any resolution or special resolution approved under subsection (1) or (2) must be verified and made a part of the minutes of the next meeting of the board.

10. Committees

- (1) The board must appoint all committee members.
- (2) Only the following individuals are eligible to be a member of a committee:
 - (a) a registered psychologist registrant in good standing;
 - (b) *[repealed]*
 - (c) a public representative.
- (3) At least one-third of the membership of each of the registration committee, inquiry committee, discipline committee, and quality assurance committee ~~and patient relations committee~~ must be public representatives.
- (4) The board must establish the term of office of a committee member which term must not exceed three years.
- (5) No person may be a member of a particular committee for more than two consecutive terms, unless the board determines that there are special circumstances to warrant reappointing a committee member for a third consecutive term.
- (6) The board must appoint a chair for each committee from among the committee members and the chair of each of the committees referred to in subsection ~~(4)~~ (3) must be a board member.
- (7) The board may rescind the appointment of a committee member.
- (8) Each committee must submit to the board
 - (a) at least once every three months, a report summarizing its activities, and
 - (b) annually, a comprehensive report of its activities
- (9) The registrar is an ex-officio member of every committee.

11. Committee panels

- (1) The chair of the discipline committee, inquiry committee or the registration committee
 - (a) may appoint a panel of that committee consisting of not less than three committee members, and
 - (b) must, if a panel is appointed, appoint a chair of that panel from the members of the panel.
- (2) A panel of a committee must have one public representative.
- (3) A panel of a committee may exercise any power, duty or function of that committee.

12. Meetings of a committee or a panel

- (1) The quorum of a committee is a majority of its members.
- (2) The quorum of a panel of a committee is all the panel members.
- (3) Section 9(2) to (10) and (14) and section 9.1 apply to a committee or the panel of a committee as if it were the board.

13. Reimbursement of committee members

A committee member must be reimbursed by the College in accordance with board policies for reasonable expenses necessarily incurred in connection with College business.

14. Registration committee

- (1) The registration committee is established.
- (2) The registration committee consists of not less than six members including at least one board member.

15. Inquiry committee

- (1) The inquiry committee is established.
- (2) The inquiry committee consists of not less than six members including at least one board member.

16. Discipline committee

- (1) The discipline committee is established.
- (2) The discipline committee consists of not less than six members including at least one board member.
- (3) The board must not appoint a person to be a member of the discipline committee and the inquiry committee at the same time.

- (4) No member of the discipline committee may participate in the hearing of a matter in which ~~he or she was~~ they were involved as a member of the inquiry committee.
- (5) A panel of the discipline committee must have two members who are registered psychologist registrants.

17. Quality assurance committee

- (1) The quality assurance committee is established.
- (2) The quality assurance committee consists of not less than six members including at least one board member.
- (3) The quality assurance committee must
 - (a) review periodically, as appropriate, any standards of practice or codes of conduct set out in these bylaws to enhance the quality of practice, and to prevent incompetent, impaired or unethical practice among registrants,
 - (b) recommend to the board for approval a continuing competency program to promote high standards of practice among registrants, and
 - (c) recommend to the board for approval any continuing education courses required by these bylaws.

18. ~~Patient relations committee~~ [repealed]

- ~~(1) — The patient relations committee is established.~~
- ~~(2) — The patient relations committee consists of not less than three members including at least one board member.~~
- ~~(3) — The patient relations committee must
 - ~~(a) — recommend to the board the establishment of specific procedures by which the College deals with complaints of professional misconduct of a sexual nature,~~
 - ~~(b) — monitor and periodically evaluate the operation of procedures established under paragraph (a),~~
 - ~~(c) — develop and coordinate educational programs dealing with professional misconduct of a sexual nature for registrants and the public as required,~~
 - ~~(d) — establish a patient relations program to prevent professional misconduct, including professional misconduct of a sexual nature, and~~
 - ~~(e) — recommend to the board standards and guidelines for the conduct of registrants with their patients.~~~~

19. [repealed]

PART 2: COLLEGE ADMINISTRATION

20. **Seal**

- (1) The board must approve a seal for the College.
- (2) The seal of the College must be affixed, by those persons designated by the board, to certificates of registration and any other documents as the board may direct.

21. **Registrar**

- (1) Only a registered psychologist registrant in good standing may be appointed by the board as registrar.
- (2) The registrar is the chief executive officer of the College and the office of registrar is a full-time position.
- (3) The registrar must
 - (a) on direction of the board, establish and maintain appropriate accounts with a chartered bank, trust company or credit union for the deposit of College funds,
 - (b) unless otherwise directed by the board, submit a report at each regular meeting of the board which sets out, since the last meeting of the board, all revenues and expenditures and activities of the College,
 - (c) submit an annual report to the annual general meeting of the College,
 - (d) keep the seal and records of the board and all minutes of the board and its committees,
 - (e) oversee the organization, staffing and training of staff of the College, and
 - (f) perform the duties required under the *Act*, its regulations and these bylaws and such other duties required by the board that are not inconsistent with the *Act*, its regulations and these bylaws.
- (4) The registrar is authorized to establish, by bylaw, forms for the purposes of the bylaws and to require the use of such forms by registrants.
- (5) If the board appoints one or more deputy registrars under section 21 of the *Act*, the exercise or performance by a deputy registrar of any power or duty of the registrar is subject to any directions given by the registrar.
- (6) At least once every two years the board must review the job performance of the person holding the office of registrar.

22. **Fiscal year**

The fiscal year of the College commences on January 1 and ends on December 31.

23. Financial administration

The board must review periodically the College's system of financial administration, including

- (a) accounting practices and systems, including internal control and auditing systems,
- (b) the safekeeping of College assets, including assets held in trust, and
- (c) the budgeting and investment practices of the College.

24. Payments and commitments

- (1) The registrar may make commitments and approve payments for the purchase of goods and services for the College in an amount less than \$15,000 if the expenditure is in the annual budget approved by the board.
- (2) All commitment and payments by the College for an expenditure in an amount of \$15,000 or greater must be
 - (a) first approved by the registrar and one member of the board, and
 - (b) in the annual budget approved by the board.
- (3) If the board considers it necessary to make a commitment or payment by the College for any unexpected cost or expenditure that
 - (a) exceeds \$100,000 and
 - (b) was not included in the annual budget approved by the board,the board must give notice to the registrants.

25. Borrowing powers

- (1) The board may raise funds or borrow money in the name of the College, in any manner determined by the board, in order to carry out the purposes of the College.
- (2) The board must not enter into any obligation in the name of the College to secure the repayment of funds or money in an amount in excess of \$100,000 unless the obligation is first authorized by special resolution at an annual or special general meeting of the registrants.
- (3) The registrants may, by special resolution at an annual or special general meeting, restrict the borrowing powers of the board.

26. Investments

The board may invest funds of the College in any investments in a manner consistent with the duties of a trustee under sections 15.1 and 15.2 of the *Trustee Act* and in the name of the College and may change those investments.

27. Auditor

- (1) The board must appoint a chartered professional accountant to conduct an annual audit.
- (2) The registrar must submit the College's financial statements to the auditor within 60 days of the end of the fiscal year.

28. Legal counsel

The registrar may retain legal counsel to assist the board, the registrar, a committee or a panel of a committee in carrying out any power, duty or function under the *Act*, its regulations, or these bylaws.

29. General meetings

- (1) An annual general meeting of the College must be held in British Columbia at a time and place determined by the board.
- (2) The following matters must be considered at an annual general meeting:
 - (a) audited financial statements of the College for the previous fiscal year, including a copy of the auditor's report, if any;
 - (b) the report of the board;
 - (c) the annual report of the registrar.
- (3) Every general meeting, other than an annual general meeting, is a special general meeting.
- (4) The board
 - (a) may convene a special general meeting, and
 - (b) must convene a special general meeting within 45 days after receipt by the registrar of a request for such a meeting signed by at least 10% of all registered psychologist registrants in good standing.

30. Notice of general meetings

- (1) The board must deliver a notice of an annual general meeting to all registrants and every board member and committee member at least 60 days before the date of the meeting.
- (2) The board must deliver a notice of a special general meeting to all registrants at least 30 days before the date of the meeting.
- (3) Notice of a general meeting must include the following:
 - (a) the place, day and time of the meeting;
 - (b) the general nature of the business to be considered at the meeting;

- (c) any resolutions proposed by the board;
 - (d) any resolutions proposed by the registrants under section 31(1) that were delivered to the registrar before the mailing of the notice.
- (4) At the discretion of the board, notice of a general meeting may specify that registrants will be permitted to attend the meeting by video, teleconference, web casting, or an equivalent medium, in accordance with instructions specified in the notice.
- (5) Notice of a general meeting may be delivered to registrants under subsection (1)(a) by
- (a) transmitting notice of the meeting to the most recent ~~electronic mail~~-e-mail address for every registrant who has provided an ~~electronic mail~~-e-mail address to the College for the purpose of delivery, and
 - (b) posting a notice on the website.
- (6) The accidental omission to deliver notice of a meeting or resolution to, or the non-receipt of such a notice by any person entitled to receive such notice does not invalidate proceedings at that meeting.

31. Resolutions proposed by registrants

- (1) Twenty percent of registered psychologist registrants in good standing may request the introduction of a resolution at a general meeting by giving the registrar written notice
- (a) at least 45 days before the date of an annual general meeting, and
 - (b) at least 21 days before the date of a special general meeting.
- (2) On receipt of a notice under subsection (1) and at least 30 days before the date of the annual general meeting and at least 15 days before the date of the special general meeting, the registrar must
- (a) deliver a copy of the notice and the resolution to all registered psychologist registrants, and
 - (b) place the notice and resolution on the agenda of the general meeting.
- (3) A registered psychologist registrant in good standing may propose a resolution from the floor at a general meeting and the chair of the meeting must place the resolution at the end of the agenda to be debated if time permits.
- (4) A resolution under this section which is passed at the meeting does not bind the College or the board but can be treated by the board as advice or a recommendation given to the Board.

32. Proceedings at a general meeting

- (1) In the absence of the chair and the vice-chair of the board at a general meeting, the registered psychologist registrants in good standing must elect, by ordinary resolution, an acting chair for the general meeting from among the board members who are present at the meeting.

- (2) A quorum of a general meeting is 10% of the total number of registered psychologist registrants in good standing as at the date of the meeting.
- (3) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
- (4) If, within 30 minutes from the time set for the beginning of a general meeting, a quorum is not present, the meeting must be adjourned.
- (5) If, at any time during a general meeting, there ceases to be a quorum present, the business of the meeting must
 - (a) be suspended until there is a quorum present, and
 - (b) be adjourned if a quorum is not present for 30 minutes.
- (6) A registered psychologist registrant in good standing who is present at a general meeting is entitled to one vote.
- (7) The chair of a general meeting must determine whether voting on a resolution will be conducted by show of hands or ballot but, if the registered psychologist registrants in good standing by show of hands pass a resolution requesting voting by ballot, the voting must be conducted by ballot.
- (8) In case of a tie vote at a general meeting, the proposed resolution does not pass.

33. Notice to public representatives

Every notice or mailing provided to the general membership of the College must also be provided to the public representatives serving on the board or any board committees.

34. Defects

The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any registrant or board member entitled to receive notice does not invalidate proceedings at that meeting.

PART 3: COLLEGE RECORDS

35. *Freedom of Information and Protection of Privacy Act*

- (1) The registrar is the “head” of the College for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The registrar may authorize a person employed by the College or a person who has contracted to perform services for the College to perform any duty or exercise any function of the registrar as “head” of the College under the *Freedom of Information and Protection of Privacy Act*.

- (3) The board must ensure that the registrar fulfills ~~his or her~~ their duties under the *Freedom of Information and Protection of Privacy Act*.
- (4) The registrar must report quarterly to the board regarding the steps ~~he or she has~~ they have taken to fulfill ~~his or her~~ their duties under the *Freedom of Information and Protection of Privacy Act*.

36. Fees for information requests

Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a College record under section 5 of that *Act* must pay the applicable fees set out in the "Schedule of Maximum Fees" established in the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012.

37. Protection of personal information

- (1) The board must take reasonable measures to ensure that the collection, use and disclosure of personal information by the College occurs in accordance with the *Freedom of Information and Protection of Privacy Act*.
- (2) If personal information collected or maintained by the College is sent to a person or service organization for processing, storage or destruction, the registrar must take reasonable measures to ensure that a contract is made with that person or organization which includes an undertaking by the person or organization to maintain confidentiality of the personal information.
- (3) If records maintained by the College are to be disposed of, the registrar must ensure that any record containing personal information is disposed of using one of the following methods:
 - (a) if the information is kept in a physical record, by complete destruction by a shredder or by burning;
 - (b) if the information is kept electronically, by complete erasure using a method which ensures that the information cannot be reconstructed;
 - (c) by returning the record to the person to whom the information pertains;
 - (d) by returning the record to the registrant who compiled the information.

38. Disclosure of annual report

The board must provide to each registrant and to any other person, on request, a copy of the College's annual report which is submitted to the minister under section 18 of the *Act*.

39. College record maintenance

- (1) The board must ensure that the following College records are maintained for the period specified in these bylaws or, if none is specified, as set out in board policy:
 - (a) a file for every application for registration;

- (b) a file for every registrant;
 - (c) approved board minutes;
 - (d) board policies and procedures;
 - (e) financial records and audited financial statements;
 - (f) any other records required by the *Act*, its regulations, these bylaws and any other law.
- (2) The board must maintain the minutes and written decisions of the board, inquiry committee, discipline committee and registration committee for at least seven years.
 - (3) Subject to subsection (2), the board may destroy the records of the inquiry committee and the discipline committee after the expiration of any applicable appeal periods and consistent with any requirements of the *Freedom of Information and Protection of Privacy Act*.
 - (4) The board must maintain the records described in
 - (a) subsection (1)(a) for at least two years after the application was received,
 - (b) subsection (1)(b) during the period of the registrant's registration and for at least seven years after lapse or cancellation of the registration, and
 - (c) subsection (1)(e) for at least seven years after they were created.

40. Ownership of College records

- (1) All records provided by the College to board members and committee members in their capacities as members of the board or committee are the property of the College.
- (2) No person may reproduce or distribute to others or destroy any record described in subsection (1) except in the performance of their responsibilities as board member or committee member or as permitted or required by board policy.
- (3) On or before the end of a board member's or committee member's term of office, whether resulting from resignation, expiration of term, disqualification or otherwise, the member must return to the registrar as soon as practicable all records described in subsection (1).

PART 4: REGISTRATION

41. Interpretation

In this Part:

"doctoral degree in psychology" means

- (a) the highest graduate-level degree in psychology, including but not limited to a Ph.D., that is granted by a Canadian post-secondary educational institution and recognized by the registration committee as meeting the criteria specified in Schedule H for evaluating

the content of a doctoral program of study, for the purposes of the applicable class of registrants, or

- (b) a degree from a non-Canadian educational institution considered by the registration committee to be equivalent to a degree referred to in paragraph (a), in accordance with the criteria specified in Schedule H;

“EPPP” means the Examination for Professional Practice in Psychology offered by the Association of State and Provincial Psychology Boards or any successor examination that is acceptable to the board;

“master’s degree in psychology” means

- (a) a graduate-level degree in psychology that is granted by a Canadian post-secondary educational institution and recognized by the registration committee as meeting the criteria specified in Schedule H for evaluating the content of a master’s program of study, for the purposes of the applicable class of registrants, or
- (b) a degree from a non-Canadian educational institution considered by the registration committee to be equivalent to a degree referred to in paragraph (a), in accordance with the criteria specified in Schedule H;

“Oral Examination” means an oral examination in professional psychology practice prepared and administered by or under the direction of the registration committee;

“pre-doctoral internship” means an organized training program in psychology, completed prior to or as a condition of completion of a doctoral degree in psychology, which is recognized by the registration committee as meeting the criteria specified in Schedule H;

“Readiness for Practice Examination” means an oral or written examination, or an examination with both oral and written components, prepared and administered by or under the direction of the registration committee to assess an applicant’s readiness for professional practice;

“registration committee” has the same meaning as in section 20(6) of the *Act*;

“WJE” means the Written Jurisprudence Examination prepared and administered by or under the direction of the registration committee.

42. Classes of registrants

The following classes of registrants are established:

- (a) registered psychologist registration;
- (b) associate psychologist (corrections) registration;
- (c) *[repealed]*
- (d) psychology assistant registration;
- (e) temporary (supervised) registration;
- (f) temporary (visitor) registration;

- (f.1) temporary (emergency) registration;
- (g) non-practising registration.

42.1 Applications

- (1) For the purpose of section 20(2)(a) of the Act, every person seeking registration, including reinstatement or renewal of registration, must deliver a registration application to the College in the manner specified by the registrar for the class in which that person is seeking registration.
- (2) For each class, the registrar must specify the manner of delivery for the purpose of subsection (1) and may modify the manner of delivery from time to time as the registrar considers necessary or advisable

43. General registration requirements

- (1) ~~An~~ For the purpose of section 20(2)(b) of the Act, an applicant for registration in any class of registrants must deliver the following to the registrar:
 - (a) ~~a completed, signed and notarized application for registration in the applicable class of registrants, in the form established in Schedule B or another form considered acceptable by the registration committee;~~ [repealed]
 - (b) ~~any applicable application and registration fees specified in Schedule C;~~ [repealed]
 - (c) any ~~other~~ outstanding fine, fee, debt or levy owed to the College;
 - (d) evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of psychology;
 - (e) an original transcript, or other evidence satisfactory to the registration committee, of any undergraduate or graduate degrees or equivalent qualifications completed by the applicant, and that the applicant is the person named therein;
 - (e.1) evidence satisfactory to the registration committee of the applicant's English language proficiency;
 - (f) an authorization for a criminal record check or, if permitted by the registration committee, a criminal record check verification in the form required by the *Criminal Records Review Act*, accompanied by any required payment;
 - (g) original documentation providing the results of a national police check or the equivalent for every jurisdiction in which the applicant resided during the five-year period immediately before the date of application, unless it is not reasonably practicable to obtain such documentation for the applicable jurisdiction;
 - (h) a certificate, letter, or other evidence in a form satisfactory to the registration committee, dated within three months of the date of application, from each applicable regulatory or licensing authority in every jurisdiction where the

applicant is or was, at any time, registered or licensed for the practise of psychology or another health profession, certifying that

- (i) the applicant's entitlement to practise psychology or the other health profession has not been cancelled, suspended, limited, restricted or made subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction or conditions,
- (ii) there is no investigation, review or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to practise psychology or the other health profession being cancelled, suspended, limited, restricted or made subject to conditions, or specifying particulars of any such investigation, review or other proceeding, and
- (iii) the applicant's entitlement to practise psychology or the other health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to practise psychology or the other health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted or made subject to conditions, or specifying particulars of any such relinquishment;

(i) letters of reference and such further information from referees relating to the applicant's character, fitness to practise and professional competence as may be required by the registration committee;

(j) evidence satisfactory to the registration committee of professional liability coverage as required under section 61;

(k) a valid e-mail address for the purpose of receiving communications from the College to the applicant, and, without limitation, all other personal contact or emergency contact information for the applicant that the registrar requires reasonably in the circumstances;

(l) any information within the control of the registrant that is required to be maintained in the register under section 21(2) of the Act or section 55.3, to the extent that such information is not required to be delivered to the College under another provision of these bylaws;

(m) any supplementary or supporting information or records about the applicant that is relevant to other information or another item that the applicant is required to deliver to the registrar in, with, or in support of their registration application, which the registrar or the registration committee requires to be submitted in, with, or in support of registration applications, generally or by class, from time to time.

(2) Subsection (1)(e) to (j) does not apply to applicants for temporary (visitor) registration under section 49 or non-practising registration under section 50.

- (3) Subsection (1) does not apply to
 - (a) applicants for renewal under section 51 or applicants for reinstatement under section 52, except as provided in section 51 or 52, or
 - (b) applicants for temporary (emergency) registration under section 49.1.

43.1 Registration fees

For the purpose of section 20(2)(c) of the Act,

- (a) every applicant for registration, including reinstatement or renewal of registration, must deliver to the registrar the full amount of all applicable application, registration or renewal fees specified in Schedule C, and
- (b) subject to section 52(7.1) to (8), every applicant for reinstatement of registration under section 52 must deliver to the registrar an additional reinstatement fee in an amount equal to 35% of the renewal fees specified in Schedule C for the applicable class of registrants.

44. Registered psychologist registration

- (1) For the purposes of section 20(2)(b) of the Act, the conditions and requirements for registered psychologist registration are
 - (a) a doctoral degree in psychology,
 - (b) successful completion of a pre-doctoral internship,
 - (c) for applications received after a date specified by the board for the purpose of this paragraph, completion of a minimum number of hours of post-degree supervised practice of psychology in the area of psychology practice referred to in paragraph (g)(ii), under the supervision of a registered psychologist registrant approved by the registration committee, in accordance with the criteria specified in Schedule H.2,
 - (d) successful completion of the EPPP,
 - (e) successful completion of an Oral Examination,
 - (f) successful completion of the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and
 - (g) receipt by the registrar of
 - (i) evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraphs (a) to (f),
 - (ii) a declaration of competence in an area of psychology practice described in Schedule H.1 in a form acceptable to the registration committee,

- (iii) any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and
 - (iv) the items required under section 43(1).
- (2) Despite subsection (1), an applicant may be granted registered psychologist registration if the applicant
 - (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a registered psychologist registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered psychologist registrants in British Columbia,
 - (b) successfully completes the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the *Act*, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and
 - (c) delivers to the registrar
 - (i) notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,
 - (ii) evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraph (b),
 - (iii) a declaration of competence in an area of psychology practice described in Schedule H.1 in a form acceptable to the registration committee, and
 - (iv) the items required under section 43(1).
- (3) Despite subsection (1), an applicant may be granted registered psychologist registration if the applicant
 - (a) holds registration or licensure in a United States jurisdiction as the equivalent of a registered psychologist registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered psychologist registrants in British Columbia,
 - (b) has a current Certificate of Professional Qualification awarded by the Association of State and Provincial Psychology Boards, or is registered with the National Register of Health Service Psychologists,
 - (c) successfully completes the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the *Act*, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and

- (d) delivers to the registrar
 - (i) notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and the applicant's certificate or registration referred to in paragraph (b), and that the applicant is the person named therein,
 - (ii) evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraph (c),
 - (iii) a declaration of competence in an area of psychology practice described in Schedule H.1 in a form acceptable to the registration committee,
 - (iv) any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and
 - (v) the items required under section 43(1).
- (4) Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the *Act* that an applicant meets the conditions and requirements for registered psychologist registration, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1)(a) to (c) and Schedule I, and to grant registered psychologist registration on that basis, if the applicant
 - (a) has successfully completed the examinations required under subsection (1)(d) to (f), and
 - (b) meets the conditions and requirements established in subsection (1)(g)(ii) to (iv).
- (5) A registered psychologist registrant may use the titles "psychologist" and "registered psychologist" and the abbreviation "R.Psych."

45. Associate psychologist (corrections) registration

- ~~(0.1) — No applicant is eligible for associate psychologist (corrections) registration under this section unless the applicant initiates his or her application, and the items required under section 43(1)(a) to (c) are received by the registrar, on or before November 30, 2017.~~
- ~~(1) — For the purposes of section 20(2) of the Act, the conditions and requirements for associate psychologist (corrections) registration are
 - ~~(a) — a master's degree in psychology,~~
 - ~~(b) — for applications received after a date specified by the board for the purpose of this paragraph, completion of a minimum number of hours of post-degree supervised practice in correctional psychology under the supervision of a registrant approved by the registration committee, in accordance with the criteria specified in Schedule H.2,~~~~

- ~~(c) — successful completion of the Readiness for Practice Examination,~~
 - ~~(d) — successful completion of the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and~~
 - ~~(e) — receipt by the registrar of~~
 - ~~(i) — evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraphs (a) to (d),~~
 - ~~(ii) — a declaration of competence in correctional psychology, as described in Schedule H.1, in a form acceptable to the registration committee,~~
 - ~~(iii) — any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and~~
 - ~~(iv) — subject to subsection (0.1), the items required under section 43(1).~~
- (1) Subject to section 51, a person is entitled to associate psychologist (corrections) registration if the person
- (a) held registration as an associate psychologist (corrections) registrant immediately before January 1, 2022, and met the applicable conditions and requirements for renewal of registration on or before that date, and
 - (b) has held associate psychologist (corrections) registration continuously from January 1, 2022, or satisfies all applicable conditions and requirements for reinstatement of associate psychologist (corrections) registration under section 52.
- ~~(2) [repealed] Despite subsection (1), an applicant may be granted associate psychologist (corrections) registration if the applicant~~
- ~~(a) — holds registration or licensure in another Canadian jurisdiction as the equivalent of an associate psychologist (corrections) registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to associate psychologist (corrections) registrants in British Columbia,~~
 - ~~(b) — successfully completes the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and~~
 - ~~(c) — delivers to the registrar~~
 - ~~(i) — notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,~~

- ~~(ii) — evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraph (b);~~
 - ~~(iii) — a declaration of competence in correctional psychology, as described in Schedule H.1, in a form acceptable to the registration committee, and~~
 - ~~(iv) — subject to subsection (0.1), the items required under section 43(1).~~
- (3) ~~[repealed] Despite subsection (1), an applicant may be granted associate psychologist (corrections) registration if the applicant~~
 - ~~(a) — holds registration or licensure in a United States jurisdiction as the equivalent of an associate psychologist (corrections) registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to associate psychologist (corrections) registrants in British Columbia,~~
 - ~~(b) — successfully completes the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and~~
 - ~~(c) — delivers to the registrar~~
 - ~~(i) — notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,~~
 - ~~(ii) — evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraph (b),~~
 - ~~(iii) — a declaration of competence in correctional psychology, as described in Schedule H.1, in a form acceptable to the registration committee,~~
 - ~~(iv) — any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and~~
 - ~~(v) — subject to subsection (0.1), the items required under section 43(1).~~
- (4) ~~[repealed] Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the Act that an applicant meets the conditions and requirements for associate psychologist (corrections) registration, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1)(a) and (b) and Schedule I, and to grant associate psychologist (corrections) registration on that basis, if the applicant~~
 - ~~(a) — has successfully completed the examinations required under subsection (1)(c) and (d), and~~

~~(b) — meets the conditions and requirements established in subsection (1)(e)(ii) to (iv).~~

- (5) An associate psychologist (corrections) registrant
- (a) must restrict ~~his or her~~ their practice of psychology to the provision of services included in the practice of correctional psychology, as described in Schedule H.1, and
 - (b) may only provide services referred to in paragraph (a)
 - (i) under the supervision of a registrant approved by the registration committee for that purpose, in accordance with a supervision plan approved by the registration committee, and
 - (ii) in the course of the associate psychologist (corrections) registrant's employment with a federal or provincial government corrections agency.
- (6) An associate psychologist (corrections) registrant may only use the titles "associate psychologist (corrections)" and "associate psychologist in corrections psychology", and must not use any abbreviations of those titles.

46. *[repealed]*

47. Psychology assistant registration

~~(0.1) — No applicant is eligible for psychology assistant registration under this section unless the applicant initiates his or her application, and the items required under section 43(1)(a) to (c) are received by the registrar, on or before November 30, 2017.~~

~~(1) — For the purposes of section 20(2) of the Act, the conditions and requirements for psychology assistant registration are~~

~~(a) — a psychology degree acceptable to the registration committee,~~

~~(b) — for applications received after a date specified by the board for the purpose of this paragraph, completion of a minimum number of hours of post-degree supervised practice of psychology in the area of psychology practice referred to in paragraph (c)(iii), under the supervision of a registrant approved by the registration committee, in accordance with the criteria specified in Schedule H.2,~~

~~(c) — successful completion of the Readiness for Practice Examination,~~

~~(d) — successful completion of the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and~~

- ~~(e) receipt by the registrar of~~
 - ~~(i) evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraphs (a) to (d),~~
 - ~~(ii) evidence satisfactory to the registration committee that the applicant is capable, in the opinion of the committee, of practising as a psychology assistant registrant without any risk to public health or safety,~~
 - ~~(iii) a declaration of intention to restrict the applicant's practice of psychology to an area of psychology practice described in Schedule H.1 in a form acceptable to the registration committee,~~
 - ~~(iv) any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and~~
 - ~~(v) subject to subsection (0.1), the items required under section 43(1).~~
- ~~(2) Despite subsection (1), an applicant may be granted psychology assistant registration if the applicant~~
 - ~~(a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a psychology assistant registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to psychology assistant registrants in British Columbia,~~
 - ~~(b) successfully completes the WJE and any other oral, computerized, or written examinations concerning jurisprudence, including but not limited to the Act, the Regulation, the bylaws, including the Code of Conduct in Schedule F, and other applicable laws, as may be required by the registration committee for applicants under this subsection, and~~
 - ~~(c) delivers to the registrar~~
 - ~~(i) notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,~~
 - ~~(ii) evidence satisfactory to the registration committee of the applicant's satisfaction of the conditions and requirements established in paragraph (b),~~
 - ~~(iii) a declaration of intention to restrict the applicant's practice of psychology to an area of psychology practice described in Schedule H.1, in which the applicant is recognized as competent to practise in the jurisdiction referred to in paragraph (a), in a form acceptable to the registration committee, and~~
 - ~~(iv) subject to subsection (0.1), the items required under section 43(1).~~

(1) In this section, "declaration of intention to restrict practice" means

- (a) the declaration that a psychology assistant registrant provided to the registrar, at the time of the registrant's initial application for psychology assistant registration, of the registrant's intention to restrict his or her practice to an area of psychology practice described in Schedule H.1, or
 - (b) an amended declaration of intention to restrict practice approved by the registration committee.
- (2) Subject to section 51, a person is entitled to psychology assistant registration if the person
 - (a) held registration as a psychology assistant registrant immediately before January 1, 2022, and met the applicable conditions and requirements for renewal of registration on or before that date, and
 - (b) has held psychology assistant registration continuously from January 1, 2022, or satisfies all applicable conditions and requirements for reinstatement of psychology assistant registration under section 52.
- ~~(3) [repealed] Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the Act that an applicant meets the conditions and requirements for psychology assistant registration, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1)(a) and (b) and Schedule I, and to grant psychology assistant registration on that basis, if the applicant~~
 - ~~(a) has successfully completed the examinations required under subsection (1)(c) and (d), and~~
 - ~~(b) meets the conditions and requirements established in subsection (1)(e)(ii) to (v).~~
- (4) A psychology assistant registrant
 - (a) must restrict ~~his or her~~their practice of psychology to the provision of services included in the area of practice for which ~~he or she has~~they have provided to the registrar a declaration ~~under subsection (1)(e)(iii) or (2)(e)(iii)~~of intention to restrict practice,
 - (a.1) must not provide or perform a diagnosis or assessment identifying a behavioural, emotional, cognitive or mental disorder or condition as the cause of the signs or symptoms of an individual,
 - (b) may only provide services referred to in paragraph (a) under the supervision of a registrant approved by the registration committee for that purpose, in accordance with a supervision plan approved by the registration committee, and
 - (c) must not delegate or authorize another person to perform any aspect of practice.
- (5) A psychology assistant registrant may only use the title "psychology assistant" and must not use any abbreviations of that title.

48. Temporary (supervised) registration

- (1) *[repealed]*
- (2) An applicant for renewal or reinstatement of registered psychologist registration may be granted temporary (supervised) registration if the following conditions and requirements, established for the purposes of section 20(2)(b) of the Act, are satisfied with respect to the application:
 - (a) the applicant meets the applicable conditions and requirements established in
 - (i) section 51(2), except section 51(2)(f), or
 - (ii) section 52(2) and (7), except section 52(2)(i);
 - (b) receipt by the registrar of
 - (i) an undertaking to complete any outstanding continuing competency and quality assurance requirements under Part 4.1, or any alternative remediation requirements specified by the quality assurance committee,
 - (ii) evidence satisfactory to the registration committee that the applicant is capable, in the opinion of the committee, of practising as a temporary (supervised) registrant without any risk to public health or safety,
 - (iii) any other evidence as may be required by the registration committee to satisfy it that the applicant meets the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and
 - (iv) the items required under section 43(1).
- (3) Temporary (supervised) registration may be granted under subsection (2) for a period of up to one year.
- (4) Temporary (supervised) registration may be renewed, provided that the total period of registration in this class must not exceed three years.
- (5) A temporary (supervised) registrant
 - (a) may only provide services included in the practice of psychology under the supervision of a registrant approved by the registration committee for that purpose, in accordance with a supervision plan approved by the registration committee, and
 - (b) must not delegate or authorize another person to perform any aspect of practice.
- (6) A temporary (supervised) registrant may only use the titles “supervised psychologist” and “registered supervised psychologist”, and must not use any abbreviations of those titles.

49. Temporary (visitor) registration

- (1) An applicant who has not previously been granted temporary (visitor) registration more than once during the same calendar year may be granted temporary (visitor) registration if the following conditions and requirements, established for the purposes of section 20(2)(b) of the Act, are satisfied with respect to the application:
 - (a) the applicant holds registration or licensure in another Canadian or a United States jurisdiction as the equivalent of a registered psychologist registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered psychologist registrants in British Columbia;
 - (b) receipt by the registrar of
 - (i) notarized evidence, or other evidence satisfactory to the registration committee, of the applicant's registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,
 - (ii) a declaration, in a form acceptable to the registration committee, that the applicant is applying for temporary (visitor) registration solely for the purpose of
 - (A) acting as an expert witness,
 - (B) conducting a psychological assessment,
 - (C) participating in, or acting as an instructor for, a course, conference, or other time-limited educational event, or
 - (D) another temporary purpose acceptable to the registration committee, and
 - (iii) the items required under section ~~43(1)(a) to (d)~~43(1)(c), (d) and (k) to (m).
- (2) Temporary (visitor) registration may be granted under subsection (1) for a period of up to 15 consecutive days.
- (3) Despite subsections (1) and (2), in special circumstances, the registration committee may
 - (a) grant temporary (visitor) registration under subsection (1) for a period longer than 15 consecutive days, as specified by the registration committee,
 - (b) renew the registration of a temporary (visitor) registrant for a period specified by the registration committee, or
 - (c) grant temporary (visitor) registration to an applicant who has previously been granted temporary (visitor) registration twice or more during the same calendar year.
- (4) A temporary (visitor) registrant may only provide services included in the practice of psychology for the purpose described in the temporary (visitor) registrant's declaration under subsection (1)(b)(ii).

- (5) A temporary (visitor) registrant may only use the titles “visiting psychologist” and “registered visiting psychologist”, and must not use any abbreviations of those titles.

49.1 Temporary (emergency) registration

- (1) Temporary (emergency) registration may be granted if the registrar makes a declaration of an emergency situation in accordance with criteria established by the board.

- (2) An applicant may be granted temporary (emergency) registration if the following conditions and requirements, established for the purposes of section 20(2)(b) of the Act, are satisfied with the respect to the application:

(a) the applicant

- (i) is a non-practising registrant or former registered psychologist registrant who previously held registration as a registered psychologist registrant, who was in good standing immediately before they ceased to hold registered psychologist registration and whose registered psychologist registration was not cancelled in circumstances described in section 52(7)(a), (b) or (c), or

- (ii) holds registration or licensure in another Canadian or a United States jurisdiction as the equivalent of a registered psychologist registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered psychologist registrants in British Columbia;

(b) receipt by the registrar of

- (i) an application for temporary (emergency) registration in a form considered acceptable by the registration committee,

- (ii) evidence satisfactory to the registration committee of the applicant’s registration or licensure referred to in paragraph (a) and that the applicant is the person named therein,

- (iii) a declaration in a form acceptable to the registration committee that the applicant is applying for temporary (emergency) registration solely for the purpose of providing services in the emergency situation, and

- (iv) evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of psychology.

- (3) A temporary (emergency) registrant may only provide services included in the practice of psychology for the purpose of providing assistance during the emergency situation, subject to any limitations or restrictions specified by the registrar or the board.

(3.1) A temporary (emergency) registrant may only use the title “temporary emergency psychologist” and must not use any abbreviations of that title.

- (4) Temporary (emergency) registration is cancelled immediately, and the non-practising registration of any temporary (emergency) registrant granted temporary (emergency)

registration on the basis of non-practising registration is restored, on the date determined by the registrar or the board.

50. Non-practising registration

- (1) For the purposes of section 20(2)(b) of the Act, the conditions and requirements for non-practising registration are
 - (a) current or previous registration as a registered psychologist registrant, associate psychologist (corrections) registrant or psychology assistant registrant, and
 - (b) receipt by the registrar of
 - (i) a declaration, in a form acceptable to the registration committee, that the applicant will not provide any services included in the practice of psychology in British Columbia while registered under this section, and
 - (ii) the items required under section ~~43(1)(a) to (d)~~43(1)(c), (d) and (k) to (m).
- (2) A non-practising registrant must not practise psychology, or provide any service included in the practice of psychology, in British Columbia.
- (3) A non-practising registrant may only use a title authorized under section 44(5), 45(6) or 47~~(5)(4)(5)~~ for the applicable class of registrants for which the non-practising registrant has previously qualified, which must be immediately followed by
 - (a) “(non-practising)” or “(retired)”, or
 - (b) “(out of province)”, if
 - (i) the non-practising registrant holds current registration or licensure in another Canadian jurisdiction, a United States jurisdiction, or another jurisdiction acceptable to the registration committee as the equivalent of a member of the applicable class of registrants in which the non-practising registrant was previously registered, and
 - (ii) has provided notarized evidence, or other evidence satisfactory to the registration committee, of the applicant’s registration or licensure referred to in subparagraph (i).

51. Renewal of registration

- (1) Subject to section 48(4), registration other than temporary (visitor) registration or temporary (emergency) registration is subject to annual renewal on December 31 of each year in accordance with this section.
- (2) For the purposes of section 20(2)(b) of the Act, and subject to section 48(4), the conditions and requirements for renewal of registration, other than temporary (visitor) registration or temporary (emergency) registration, are receipt by the registrar of

- (a) ~~a completed and signed application for renewal of registration in the form established in Schedule D or another form considered acceptable by the registration committee, [repealed]~~
 - (b) ~~any applicable registration renewal fees specified in Schedule C, [repealed]~~
 - (c) any ~~other~~ outstanding fine, fee, debt or levy owed to the College,
 - (d) a declaration of confirmation of appointment of professional executor in a form acceptable to the registration committee,
 - (d.1) if the registrant is responsible for any practice records respecting any work performed by the registrant in an institutional setting in British Columbia, a declaration of institutional contact in a form acceptable to the registration committee in respect of each applicable institution,
 - (e) a declaration, in a form acceptable to the registration committee, attesting to the registrant's compliance with the Act, the regulations, and the bylaws, and any limits or conditions imposed under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act,
 - (f) evidence satisfactory to the registration committee of meeting any applicable continuing competency and quality assurance requirements under Part 4.1, and
 - (g) evidence satisfactory to the registration committee of professional liability coverage as required under section 61.
- (3) If the registration committee determines that an applicant for renewal of registration under this section has failed to meet the conditions and requirements established in subsection (2)(f), the applicant must pay to the College the administration fee specified in Schedule C, which is due and payable within 30 days of the applicant being notified thereof.
- (4) The registrar must deliver an annual notice of renewal to each registrant eligible for renewal under subsection (1) by November 30 of each year, which must ~~contain the application form required under subsection (2)(a),~~ state the applicable renewal fees payable by the registrant under ~~subsection (2)(b),~~ section 43.1 and describe the consequences of late payment or non-payment of renewal fees.
- (5) Each registrant eligible for renewal under subsection (1) must pay to the College the applicable renewal fees on or before December 31 of each year.
- (6) Subject to section 48(2), if a registrant eligible for renewal under subsection (1) fails to pay the applicable renewal fees on or before the date specified in subsection (5), or otherwise fails to meet the applicable conditions and requirements for renewal of registration on or before that date, the registrant's registration is cancelled.

52. Reinstatement of registration

- (1) In this section, **"former registrant"** means a temporary (supervised) registrant, non-practising registrant or former registrant who was previously registered as a registered

psychologist registrant, an associate psychologist (corrections) registrant or a psychology assistant registrant.

- (2) For the purposes of section 20(2)(b) of the Act, the conditions and requirements for reinstatement of the registered psychologist registration, associate psychologist (corrections) registration or psychology assistant registration of a former registrant are receipt by the registrar of the following, either within six months of the date on which the applicant's previous registration in the applicable class of registration was cancelled or, in respect of an application for reinstatement of registered psychologist registration, within the time specified by the registration committee under subsection (3):
- (a) ~~a completed and signed application for reinstatement in the applicable class of registrants, in the form established in Schedule G or another form considered acceptable by the registration committee; [repealed]~~
 - (b) ~~any applicable renewal fees specified in Schedule C, and, subject to subsections (7.1) to (8), a reinstatement fee in an amount equal to 35% of the renewal fees specified in Schedule C for the applicable class of registrants; [repealed]~~
 - (c) any ~~other~~ outstanding fine, fee, debt or levy owed to the College;
 - (d) evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of psychology;
 - (e) any additional evidence required under subsection (4), (5) or (7);
 - (f) a declaration of confirmation of appointment of professional executor in a form acceptable to the registration committee;
 - (g) if the former registrant ~~owns or~~ is responsible for any practice records respecting any ~~current or former~~ work performed by the former registrant in an institutional setting in British Columbia, a declaration of institutional contact in a form acceptable to the registration committee in respect of each applicable institution;
 - (h) a declaration, in a form acceptable to the registration committee, attesting to the applicant's compliance with the Act, the regulations, and the bylaws, and any limits or conditions imposed under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act;
 - (i) evidence satisfactory to the registration committee that the applicant has satisfied
 - (i) all applicable continuing competency and quality assurance requirements under Part 4.1 for any calendar year ending between the date the applicant's previous registration in the applicable class of registration was cancelled and the date of the applicant's application for reinstatement, as if the applicant were registered in the applicable class of registration during that calendar year, and
 - (ii) any other applicable continuing competency and quality assurance requirements under Part 4.1;

- (j) evidence satisfactory to the registration committee of professional liability coverage as required under section 61.
- (3) The registration committee may extend the time for a former registrant to apply for reinstatement of registered psychologist registration under subsection (2) if, in addition to the items required under subsection (2), the applicant delivers to the registrar
- (a) subject to subsections (7.1) and (7.2), the items referred to in section 43(1)(f) to (h) and (j) to (m),
 - (b) ~~in respect of an application for reinstatement as a registered psychologist registrant or associate psychologist (corrections) registrant,~~ a declaration of competence as described in section 44(1)(g)(ii) ~~or 45(1)(e)(ii), as applicable~~, and
 - (c) any additional evidence that may be required by the registration committee to satisfy it that the applicant
 - (i) continues to meet the criteria specified in Schedule I for core competencies and foundational knowledge in psychology, and
 - (ii) has maintained current knowledge, skills and abilities that are substantially equivalent to the standards of academic technical achievement and the competencies or other qualifications required for initial applicants for registered psychologist registration ~~in the applicable class of registrants~~.
- (4) An applicant for reinstatement of registration under this section who was granted temporary (supervised) registration under section 48(2) must provide additional evidence to satisfy the registration committee that the applicant has satisfied all outstanding requirements of any undertaking under section 48(2)(b)(i).
- (5) An applicant for reinstatement of registration under this section whose registration in the applicable class of registrants was cancelled under section 51(6) following a determination by the registration committee that ~~he or she they~~ failed to meet the conditions and requirements for renewal of registration established in section 51(2)(f) must provide additional evidence to satisfy the registration committee that the applicant has satisfied all outstanding conditions and requirements established in section 51(2)(f) or any alternative remediation requirements specified by the quality assurance committee.
- (6) If the registration committee determines that an applicant for reinstatement under this section has failed to meet the conditions and requirements established in subsection (2)(i), (4) or (5),
- (a) the applicant must pay to the College the administration fee specified in Schedule C, which is due and payable within 30 days of the applicant being notified thereof, and
 - (b) the applicant is ineligible for reinstatement of registration in the applicable class of registrants until the applicant satisfies all outstanding conditions and requirements established in subsection (2)(i), (4) or (5), or any alternative remediation requirements specified by the quality assurance committee, in

addition to meeting all other applicable conditions and requirements established in this section.

- (7) An applicant for reinstatement under this section must provide additional evidence to satisfy the registration committee that reinstatement of the applicant's registration will not pose an undue risk to public health or safety, if
- (a) the applicant's previous registration was cancelled under section 32.2, 32.3, 33, 36, 37.1, 38, 39 or 39.1 of the *Act*,
 - (b) the applicant's previous registration was cancelled under section 51(6) or with the agreement or at the request of the applicant while the applicant's previous registration was suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*, or
 - (c) the applicant voluntarily relinquished ~~his or her~~ their previous registration under the *Act* in circumstances as described in section 20(2.1)(b.1) of the *Act*.
- (7.1) If an applicant for reinstatement holds current registration as a non-practising registrant, the registrant is exempt from the requirements
- (a) to pay the reinstatement fee referred to in ~~subsection (2)(b)~~ section 43.1(b), and
 - (b) to deliver the items referred to in section 43(1)(f) and (g) to the registrar under subsection (3)(a).
- (7.2) If an applicant for reinstatement holds current registration as a temporary (supervised) registrant, the registrant is exempt from the requirements
- (a) to pay the reinstatement fee referred to in ~~subsection (2)(b)~~ section 43.1(b), and
 - (b) to deliver the items referred to in section 43(1)(f) to (h) to the registrar under subsection (3)(a).
- (8) The registration committee may waive all or part of the reinstatement fee referred to in ~~subsection (2)(b)~~ section 43.1(b) for an applicant who is not exempt from the requirement to pay that fee under subsection (7.1)(a) or (7.2)(a) if the registration committee is satisfied that imposition of the fee would cause undue financial hardship for the applicant.

53. *[repealed]*

54. *[repealed]*

55. Certificate of registration

- (1) The registrar must issue a certificate of registration to each registrant granted registration under this Part, which must specify
- (a) the registrant's class of registration, and any limits or conditions that apply to that class of registrants,
 - (b) *[repealed]*

- (c) any limits or conditions applicable to the registrant under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and
 - (d) the expiration date of the registrant's current registration.
- (2) The registrar must issue an amended certificate of registration to a registrant in the event of a change in any of the information referred to in subsection (1)(a) to (c).
 - (3) Upon renewal of a registrant's registration, the registrar must issue a new certificate of registration or a stamp of annual validation to the registrant.
 - (4) A registrant must display, at the premises routinely used by the registrant to practice psychology, the registrant's current annual certificate of registration.

55.1 Use of titles

A registrant may only use a title reserved for the exclusive use of registrants under the Regulation if the registrant

- (a) is registered in a class of registrants authorized under the bylaws to use the title, and
- (b) uses the title in a manner authorized under the bylaws.

55.2 Examinations

- (1) The registration committee must establish procedures for conducting and evaluating examinations under this Part, including but not limited to procedures
 - (a) providing for the security of the examination environment,
 - (b) for reviewing the results of an examination and determining an applicant's qualifications for registration,
 - (c) providing an opportunity for an applicant to repeat an examination up to a maximum number of times allowed by the registration committee for that examination, and
 - (d) for notifying applicants of the results of an examination.
- (1.1) An applicant for registered psychologist registration who, to the satisfaction of the registration committee, has met all applicable registration requirements except delivery of the items required under section 43(1)(g) and (j) and successful completion of the examinations required under section 44(1)(d) to (f)
 - (a) is eligible to take the EPPP, the WJE, and any other examinations required under section 44(1)(f), and
 - (b) is eligible to take the Oral Examination after successfully completing the examinations referred to in paragraph (a) and attending any orientation workshop that may be required by the registration committee.

~~(1.2) — An applicant for associate psychologist (corrections) registration or psychology assistant registration who, to the satisfaction of the registration committee, has met all applicable registration requirements except delivery of the items required under section~~

~~43(1)(g) and (j) and successful completion of the examinations required under section 45(1)(c) and (d) or section 47(1)(c) and (d), as the case may be,~~

~~(a) is eligible to take the WJE and any other examinations required under section 45(1)(d) or 47(1)(d), as the case may be, and~~

~~(b) is eligible to take the Readiness for Practice Examination after successfully completing the examinations referred to in paragraph (a) and attending any orientation workshop that may be required by the registration committee.~~

- (2) An applicant who takes an examination under this Part must pay any applicable examination fee specified in Schedule C.
- (3) If an invigilator for an examination has reason to believe that an applicant has engaged in improper conduct during the course of the examination, the invigilator must make a report to the registration committee and may recommend that the registration committee take one or more of the following courses of action:
 - (a) fail the applicant;
 - (b) pass the applicant;
 - (c) require the applicant to repeat the examination;
 - (d) disqualify the applicant from participating in any examination for a period of time specified by the registration committee.
- (4) After considering a report made under subsection (3), the registration committee may take one or more of the courses of action specified in that subsection.

55.3 Registration information

- (1) For the purposes of section 21(2)(f) of the *Act*, the registrar must enter and maintain the following additional information on the register for every person granted registration under the *Act*:
 - (a) the date of the registrant's grant of registration;
 - (b) the registration number issued to the registrant by the College;
 - (c) *[repealed]*
 - (d) the highest academic degree in psychology acquired by the registrant and recognized by the registration committee in granting registration to the registrant under this Part, including the name of the conferring educational institution.
- (2) A registrant must immediately notify the registrar of any change of name, address, telephone number, e-mail address, or any other information under section 21(2) of the *Act* or subsection (1) previously provided to the registrar.

PART 4.1: QUALITY ASSURANCE

55.4 Continuing competency

- (1) Registrants must satisfy all applicable requirements of any continuing competency program approved by the board for a calendar year, and any other applicable requirements of the College's quality assurance program under this Part.
- (2) The quality assurance committee may monitor compliance with continuing competency requirements or other requirements of the College's quality assurance program under this Part by conducting random audits of registrants by mail or by using another method approved by the board.

55.5 Practice assessments

- (1) The quality assurance committee may select a group of registrants or require an applicant for reinstatement to complete a practice assessment according to the process and timelines set out in the practice assessment program approved by the board.
- (2) A registrant or applicant required to complete a practice assessment under subsection (1) may choose an assessment option from a list described in the practice assessment program documentation approved by the board.
- (3) A registrant or applicant required to complete a practice assessment under subsection (1) may apply to the quality assurance committee for deferral of the registrant's or applicant's participation in the practice assessment program for not more than one year after the date of notification of selection, if the registrant or applicant has a medical condition that prevents the registrant or applicant from providing services included in the practice of psychology, and provides proof of that condition in a form acceptable to the quality assurance committee.
- (4) A registrant or applicant for reinstatement who fails to successfully complete a practice assessment required by the quality assurance committee under this section must complete an individualized remediation plan approved by the quality assurance committee, and is responsible for any expenses incurred by the College, and for ~~his or~~ her-their own expenses, in respect of the remediation plan.
- (5) A registrant or applicant required to complete a practice assessment under this section, including a registrant completing an individualized remediation plan, must complete the practice assessment process within the time specified by the quality assurance committee.

PART 5: INSPECTIONS, INQUIRIES AND DISCIPLINE

56. Inspections

- (1) On request of the registrar or an inspector appointed by the inquiry committee under section 27 of the Act, a registrant or former registrant must, as soon as practicable,

make available ~~his or her~~their practice records to the registrar or the inspector, as the case may be.

- (2) A registrant, former registrant or ~~a patient of a registrant or former registrant~~complainant may not refuse to provide access to practice records that are subject of an inspection under section 27 of the *Act* on the basis that the records are confidential.

57. Inquiry Committee

- (1) If a registrant is subject of an investigation by the inquiry committee, the committee must notify the registrant as soon as practicable.
- (2) Proceedings of the inquiry committee are not open to the public.
- (3) A tariff of costs in relation to investigations of the inquiry committee is established in Schedule J.

58. Citation

- (1) The registrar may join one or more complaints against one or more registrants in a citation under section 37 of the *Act*.
- (2) After a citation has been issued but before a hearing is commenced in respect of that citation, the registrar may amend the citation.
- (3) At any time before a hearing is completed in respect of a citation, the discipline committee may amend the citation.
- (4) If the registrar or the discipline committee amends a citation, the registrar or the discipline committee, as the case may be, must notify the registrant of the amendment as soon as practicable.

59. Discipline Committee

- (1) On request, the registrar must provide the date, time and subject matter of any discipline hearing to any person.
- (2) All discipline hearings must be recorded and, on request of the respondent registrant, the registrar must provide the registrant with a transcript of the hearing at ~~his or her~~their cost.
- (3) A tariff of costs in relation to a discipline committee hearing is established in Schedule K.

59.1 Effect of suspension

- (1) During any period of suspension of registration, a registrant must
 - (a) not engage in the practice of psychology or hold ~~himself or herself~~themselves out as a registrant,
 - (b) not hold office in the College,

- (c) not make appointments for ~~patients-clients~~ or prospective ~~patientsclients~~,
 - (d) not contact or communicate with ~~patients-clients~~ or prospective ~~patientsclients~~, except for the purpose of
 - (i) advising a ~~patient-client~~ or prospective ~~patient-client~~ of the fact and duration of the suspension,
 - (ii) advising a ~~patient-client~~ or prospective ~~patient-client~~ that another registrant will continue to act or provide services in the suspended registrant's place, or
 - (iii) referring a ~~patient-client~~ or prospective ~~patient-client~~ to another registrant in good standing,
 - (e) remove the registrant's name and any sign relating to the registrant's practice from any premises where the registrant practised psychology, and any building in which any such premises are located,
 - (f) prominently display, if required by an order under section 35, 37.1, 38, 39 or 39.1 of the *Act*, an agreement under section 32.2(4)(b) or 32.3(3)(b) of the *Act*, or other action taken under section 33(2) of the *Act*, a notice of suspension in a form and in an area approved by the registrar, which states the duration and reasons for the suspension, and
 - (g) pay any fee required by the College when due in order to remain a registrant, and any other outstanding fine, fee, debt or levy owed to the College.
- (2) No registrant or former registrant is entitled to any refund of any fine, fee, debt or levy paid to the College solely on the basis that it was paid during or in relation to a period of suspension.
 - (3) During the period of suspension, a suspended registrant may permit another registrant in good standing to practise psychology within premises where the registrant practised psychology, provided that the suspended registrant complies with the provisions of subsection (1).
 - (4) Any communication under subsection (1)(d) may be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service, or other telephonic device specifically for that purpose.

60. Fines

For purposes of section 39(~~12~~)(f) of the *Act*, the maximum amount of a fine that may be ordered by the discipline committee is \$50,000.

60.1 Public notification

- (1) Where the registrar has issued a citation under section 37 of the *Act*, the inquiry committee may direct the registrar to notify the public of some or all of the following information:
 - (a) the date the citation was issued;

- (b) the name of the respondent;
 - (c) a brief description of the nature of the complaint or other matter which is to be the subject of a hearing;
 - (d) the date, time and place of the hearing;
 - (e) any other information as authorized by board policy.
- (2) Notice under subsection (1) may be made by posting a notice on the College's website.
- (3) Where the inquiry committee or the discipline committee, as the case may be, takes an action referred to in section 39.3(1) of the *Act* concerning a registrant, that committee, in addition to any notification required under section 39.3 of the *Act*
- (a) must direct the registrar to provide notice to the regulatory bodies governing the practice of psychology in every other Canadian jurisdiction,
 - (b) may direct the registrar to provide notice to any other regulatory body governing a health profession in any jurisdiction,
 - (c) may direct the registrar to provide notice to any person, institution or agency for whom the registrant acts as an employee, contractor or service provider,
 - (d) may direct the registrar to provide notice to all registrants, and
 - (e) may direct the registrar to provide notice to any other person as authorized by board policy.
- (4) Unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, notification provided under subsection (3)(a), (b) or (c) may include information that has otherwise been withheld from the public notification under section 39.3(3) or (4) of the *Act*.
- (5) Notification provided under subsection (3)(d) or (e)
- (a) must include all the information contained in the public notification under section 39.3 of the *Act*, and
 - (b) unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, must exclude any information withheld from the public notification under section 39.3(3) or (4) of the *Act*.
- (6) Subject to sections 22 and 39.3 of the *Act* and subsections (3) to (5), the record of an undertaking or consent given under section 36 of the *Act*, a consent order under section 37.1 of the *Act*, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the *Act* must specify what notification and disclosure of the terms, limits or conditions of the undertaking, consent or agreement may be given to others, including members of the public.

PART 6: PROFESSIONAL CONDUCT

61. Professional liability coverage

All registrants must maintain or be included in coverage under a policy of professional liability insurance, or other professional liability protection satisfactory to the College, in an amount not less than \$1,000,000 per occurrence, in a form that is satisfactory to the College.

62. Professional conduct

- (1) Registrants must comply with
 - (a) the Code of Conduct in Schedule F,
 - (b) any standards, limits or conditions for the practice of psychology established by the board under section 19(1)(k) of the *Act*, whether or not those standards, limits or conditions are specified in the Code of Conduct, and
 - (c) any standards of professional ethics established by the board under section 19(1)(l) of the *Act*, whether or not those standards are specified in the Code of Conduct.
- (2) The board may issue practice advisories and guidelines from time to time to assist registrants to conduct their practices of psychology in accordance with the requirements of subsection (1) and these bylaws.

62.1 Client relations program

- (1) The College must establish a patient relations program to seek to prevent professional misconduct of a sexual nature, to be known as the client relations program.
- (2) For the purposes of the client relations program referred to in subsection (1), the board must
 - (a) establish and maintain procedures by which the College deals with complaints of professional misconduct of a sexual nature,
 - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a), and
 - (c) develop guidelines for the conduct of registrants with their clients.
- (3) The registrar must provide information to the public regarding the College's complaint, investigation and discipline processes.
- (4) In this section, "professional misconduct of a sexual nature" means professional misconduct involving
 - (a) sexual intercourse or other forms of physical sexual relations between a registrant and a client,
 - (b) touching, of a sexual nature, of a client by a registrant, and
 - (c) behaviour or remarks of a sexual nature by a registrant towards a client,

but does not include touching, behaviour and remarks by a registrant towards a client that are of a clinical nature appropriate to the service being provided.

PART 7: MISCELLANEOUS

63. Special levy

- (1) By special resolution, the board may approve the levy on all registrants of a special fee if the board determines that the College has insufficient funds
 - (a) to enable it to properly discharge its disciplinary functions, or
 - (b) to enable it to make a commitment for, or to pay any amount required for, an extraordinary expenditure that
 - (i) was not included in the annual budget for the fiscal year, and
 - (ii) could not have been reasonably contemplated when the annual budget was prepared.
- (2) The board must not
 - (a) levy more than one special fee in each fiscal year, and
 - (b) levy a special fee that will raise a total aggregate amount that is greater than the amount required to satisfy the requirements of subsection (1).
- (3) For purposes of this section, the board may
 - (a) levy a special fee on all or any class of registrants in an amount that does not exceed \$250 per registrant, and
 - (b) levy a different fee for different classes of registrants.

SCHEDULE H

CRITERIA FOR EVALUATING DOCTORAL ~~AND MASTER'S~~ DEGREES, PROGRAMS OF STUDY (INCLUDING PRACTICA), AND PRE-DOCTORAL INTERNSHIPS

In evaluating the content of a doctoral ~~or master's~~ program of study (including practica) offered by a Canadian post-secondary educational institution, the equivalency of a degree from a non-Canadian educational institution, or a pre-doctoral internship, for the purpose of assessing whether an applicant's degree or pre-doctoral internship meets the conditions and requirements for registered psychologist registration ~~in a particular class of registrants established~~ under Part 4 of the bylaws, the registration committee must be guided by the applicable criteria in this schedule.

~~, and, for~~ For further guidance, the registration committee may also refer to psychology training standards established by the Canadian Psychological Association (CPA), the American Psychological Association (APA), or other relevant authorities.

~~I-~~ Registered Psychologist Registration

The following institutional, coursework, program characteristics, program content, and supervised experience criteria apply to the evaluation of a doctoral program of study for the purpose of section 44(1)(a) of the bylaws:

A. Institutional Criteria:

1. Doctoral degree must be from an institution, which, at the time of the applicant's convocation, was
 - a) a government-approved or government-authorized degree-granting institution of higher education in Canada,
 - b) a regionally-accredited institution of higher education in the U.S., or
 - c) a recognized institution (for institutions outside Canada or the U.S.) assessed by a credential assessment agency, acceptable to the registration committee, as offering a degree equivalent to a graduate degree from a government-approved or government-authorized degree-granting institution of higher education in Canada.
2. Applicants who have graduated from Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral programs will be deemed to have met the institutional criteria.

B. Coursework Criteria:

1. Coursework completed in a doctoral program in psychology must be sufficient to prepare its students for professional practice in psychology. This includes providing foundational knowledge and training in core competencies for the professional practice of psychology, as defined in Schedule I, or as required by registration committee policies, including sufficient coursework in the areas of

- a) biological bases of behaviour,
- b) cognitive/affective bases of behaviour,
- c) social bases of behaviour,
- d) individual differences,
- e) ethics and standards in professional psychology,
- f) research design and methodology,
- g) statistics,
- h) psychometrics,
- i) professional practice of assessment,
- j) professional practice of intervention, and
- k) any other coursework required by registration committee policies.

2. Applicants who have graduated from Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral programs will be deemed to have met the coursework criteria.

C. Program Characteristics Criteria:

1. Psychology program: The program is a clinical, counselling or school psychology doctoral program, or a doctoral program in another area of psychology practice acceptable to the registration committee, within a department or recognizable and coherent unit of psychologists that assume responsibility for it.

2. Degree in psychology: The degree issued to any student in the program is listed on the student's transcript as a doctorate degree in psychology.

3. Body of resident students: The program has an identifiable body of resident students who are matriculated in the clinical, counselling, school or other acceptable psychology program for the doctoral degree.

4. Psychology faculty: The program has an identifiable psychology faculty, with a majority of the faculty consisting of psychologists licensed or registered to practice the profession of psychology (“Core Faculty”):

a) Core Faculty credentials and training: Core Faculty members have completed their own degrees in clinical, counselling or school psychology, or in another area of psychology practice acceptable to the registration committee, meeting the standards in place at the time of their training, which standards required completion of an internship. Core Faculty members, especially members administratively responsible for the program, have completed their doctoral and internship training at programs accredited by the CPA or its equivalent. Core Faculty includes a minimum of five FTE psychology faculty members.

b) Core Faculty commitment to psychology: Core Faculty consists of experienced and productive members whose teaching, research and other professional activities (e.g., course loads, publications, professional participation and practice) demonstrate commitment to the intellectual, scientific and applied enterprises of psychology.

c) Core Faculty commitment to the program: Core Faculty members are committed to and identify with the program so that effective leadership, modeling, supervision, and instruction of students can be ensured.

d) Complementary and adjunct faculty availability and credentials: Program offerings are augmented by the contributions of faculty whose primary affiliations are within another area of psychology (complementary faculty), faculty who are affiliated with other often practice-related settings (adjunct faculty), and/or by faculty from other departments or faculties. Core Faculty, complementary faculty, and adjunct faculty who supervise students in the provision of professional services are appropriately credentialed and registered in the jurisdiction where the services are provided

e) Training Committee: A number of the core faculty combine to form a Training Committee from among whom a Director of Training is appointed. The Director of Training models the professional role to faculty and students through active registration as a psychologist in the jurisdiction in which the program is located as well as through other professional activities. Members of the Training Committee hold tenured or tenure-track appointments at the institution in which the program is housed. Additionally, the Director of Training holds a senior tenured appointment at the institution in which the program is housed.

5. Professional training program: The expressed purpose of the program (e.g., as evidenced in pertinent institutional catalogues, websites and brochures) is to educate and train students in the profession of psychology.

6. Sequence of instruction: The program incorporates an integrated, organized sequence of instruction that meets the following criteria:

a) Practice, theory and research are integrated early in the program.

b) Training in these areas proceeds in sequence and presents information, and exacts requirements, which are cumulative and increasingly complex over the course of the program.

c) In advancing these requirements, the program ensures that it offers an integrated, organized plan of study and ensures a breadth of exposure to the field of psychology.

d) The program helps to ensure that its students are sufficiently prepared for advanced professional training (e.g., doctoral internships, postdoctoral fellowships) and postdoctoral employment.

e) Research training enables students to formulate and solve problems, acquire new knowledge and evaluate practice. Accordingly, students are trained to employ the methodological paradigms appropriate to their research questions and the merits of their research are evaluated on the basis of the paradigm indicated and employed.

7. Publicly available performance criteria: The program provides publicly available criteria for admission to practica and internships, which criteria include personal and intellectual skills, attitudes and values, and a core of professional knowledge. The program clearly identifies baseline competences with clearly articulated development goals. The program provides publicly available outcome data describing key information about program graduates.

8. Supervision: The program defines individual and group supervision as follows:

a) Individual supervision: Individual supervision is provided by the supervisor who is accountable for the psychological service the student delivers directly to patients/clients, and consists of visual and/or verbal communication in person between a supervisor and supervisee in which

(1) the supervisor observes the supervisee deliver psychological service (i.e., either in the room with the supervisee and/or patient/client or with the use of one-way mirrors),

(2) the supervisor and supervisee review audio or video recordings of the supervisee's delivery of psychological service, and

(3) the supervisor and supervisee engage in case discussion (i.e., the supervisee provides an oral report of ~~his or her~~ their delivery of psychological service to an identified patient/client).

b) Group supervision: Group supervision is provided through activities or meetings in which students participate in the supervision received by another student, intern or trainee, or some combination of students and supervisors meet to review or discuss some method or technique of psychological service delivery, particular problems or disorders, or a professional or ethical issue affecting practice.

9. Policies and procedures: The program has developed policies and procedures, communicated in writing to each student at the start of ~~his or her~~ their graduate training, for

- a) evaluation of students' competencies,
- b) developing, implementing and monitoring remediation plans, and
- c) handling of students' academic, practice and/or interpersonally related difficulties.

10. Program oversight:

- a) Program training director: A Core Faculty member acts as program training director.
- b) Practicum and internship settings and progress: At least one faculty member is designated primarily responsible for monitoring and evaluating practicum facilities and internship settings, and for overseeing student progress within them.
- c) Practicum supervision coordination: Each student's practicum experience is coordinated by a Core Faculty member, or by an adjunct professor, associated with the practicum setting.

11. Role-modeling: The psychologist(s) administratively responsible for the program hold tenured and senior appointments at the institution that houses the program, and serve as professional role models for faculty, staff, and students (e.g., as demonstrated by their leadership, competence, and participation in, and recognition by, professional associations or learned societies).

12. Resident study and training: The program requires resident study and training, consisting of in-person participation in courses, seminars, practica and internships with face-to-face, in person, contact with faculty and other students, in order to develop trainee assessment, therapy and interpersonal skills, to permit faculty to directly observe trainee interactions with clients, other trainees and supervisors, and to provide opportunity for in-person, face-to-face faculty supervision of trainees. If distance education or electronically mediated formats are incorporated into the program, residency requirements, as set out below, must still be met:

- a) Residency requirement: The applicant is required to complete a minimum of three academic years of full-time resident study and training, or equivalent part-time study and training, at the educational institution granting the doctoral degree during the enrolment in the doctoral program.
- b) Quantity of resident study and training: One year of resident study consists of at least 18 semester hours, exclusive of internship requirements, taken on a full-time or part-time basis at the educational institution granting the degree, accumulated in not less than 9 months and not more than 18 months, and includes student-to-faculty contact involving face-to-face, in person, group courses. Such educational meetings

- (1) include both faculty-to-student and student-to-student interaction,
- (2) are conducted by the psychology faculty of the institution at least 90% of the time,
- (3) are fully documented by the institution, and
- (4) relate substantially to the program and course content.

- c) Distribution of resident study and training: The program distributes education and training over the days and weeks of an academic year, at the educational institution granting the degree, and provides students with access to a core psychology faculty, with its members' primary time and employment responsibilities being to the educational institution, as well as access to other students matriculated in the program.

13. Applicants who have graduated from Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral programs that satisfy the criteria for resident study and training in paragraph 12 will be deemed to have met the other program characteristics criteria.

D. Program Content Criteria:

1. Broad training: The program provides broad training in the practice of psychology, including a range of assessment and intervention procedures and is not restricted to a single type. Although programs may emphasize different theoretical models and skills, the program must train students in the diversity of major assessment and intervention techniques in common use along with their theoretical bases. Programs must include training in evidence-based interventions as well as training in more than one therapeutic modality (i.e., individual, couple, family, group).
2. Core competencies. The core competencies as defined in Schedule I must be covered.
3. Research-based dissertation: The program requires completion of a research-based dissertation.
4. Applicants who have graduated from Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral programs will be deemed to have met the program content criteria.

E. Supervised Experience Criteria:

1. Practicum: The program includes a minimum of 600 hours of pre-degree practical experience in the delivery of psychological services completed under the direct supervision of a psychologist registered in the jurisdiction in which the supervision takes place, and satisfying the following criteria:

- a) At least half of the supervised practicum training is devoted to direct, face-to-face patient/client contact (defined as time students spend interviewing, assessing, or intervening with clients directly).
- b) Students must receive a minimum of one hour of supervision for every four hours of client contact.
- c) In addition to direct service and supervision, students participate in support activities during their practica. Support activities are defined as clinically relevant activities in support of the direct service, such as writing progress and process notes, report writing, case treatment planning, consultation, session review, case presentations, case-relevant literature reviews, rounds, case conferences, psychometric test scoring and interpretation, learning new psychological measures and/or interventions/treatments and professional development/continuing education that supports specific patient/client care.
- d) The balance between direct service, supervision and support hours required by the student evolves with developing competence.
- e) Practicum students are supervised by psychologists who are registered for independent psychological practice in the jurisdiction in which the services are provided.
- f) Any supervision of practicum students provided by graduate students as part of their doctoral training program is carried out under the supervision of a doctoral-level, registered psychologist specifically for this activity.
- g) 75% of the required supervision provided to a student during practicum training will be individual supervision as defined above.
- h) 25% of the supervision provided can be either individual or group supervision.

2. Applicants who have graduated from Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral programs will be deemed to have met the supervised experience criteria.

The following additional criteria apply to recognition of a pre-doctoral internship for the purpose of section 44(1)(b) of the bylaws:

F. Pre-Doctoral Internship Criteria:

1. Organization: A psychology internship is an organized training program which, in contrast to supervised experience or on-the-job training, is designed to provide the intern with a planned, programmed sequence of training experiences and activities, providing exposure to a variety of problems and populations. The primary focus and purpose is assuring breadth and quality of training.
2. Accountability: The internship agency has a clearly designated staff psychologist (“Director of Training”) who is responsible for the integrity and quality of the training

program and present at the training facility for a minimum of 20 hours a week. This psychologist has graduated with a doctorate from a psychology program in clinical, counselling or school psychology, or in another area of psychology practice acceptable to the registration committee, and has been registered or licensed as a registered psychologist registrant or the equivalent of a registered psychologist registrant and in good standing with the psychology regulatory body in the jurisdiction in which the program is located for a minimum of two years immediately prior to the time the intern starts the pre-doctoral internship.

3. Director: The Director of Training is an experienced and senior professional who has had prior and substantive experience in the provision of training. ~~He/she is~~ The Director is advised by a training committee of other psychologists who are themselves significantly involved in the internship program.

4. Intern cohort: The internship agency has at least two interns completing the internship at the same time.

5. Primary supervisors: The internship agency training staff consists of at least two full time equivalent psychologists who serve as primary supervisors, who are doctoral prepared, and have been registered or licensed as registered psychologist registrants or the equivalent of registered psychologist registrants and in good standing with the psychology regulatory body in the jurisdiction in which the program is located for a minimum of two years immediately prior to the time the intern starts the pre-doctoral internship.

6. Structure of supervision: Intern supervision is provided by staff members or qualified affiliates of the internship agency who are accountable to the internship director regarding their supervision of the intern. These supervisors carry clinical responsibility for the cases being supervised and are identified as such (e.g., countersigning documentation or identified as a supervisor on treatment plans, or reports). The minimum amount of supervision provided is at a ratio of one hour of supervision for each four hours of client contact per week. At least three hours per week of regularly scheduled face-to-face individual supervision are provided by psychologists who are doctoral prepared, and have been registered or licensed as registered psychologist registrants or the equivalent of registered psychologist registrants and in good standing with the psychology regulatory body in the jurisdiction in which the program is located for a minimum of two years immediately prior to the time the intern starts the pre-doctoral internship.

7. Content of supervision: Supervision is provided with the specific intent of dealing with psychological services rendered directly by the intern. Administrative supervision and/or personal growth experiences are not included as part of the required supervision.

8. Range of experience: The internship provides training in a range of psychological assessment and intervention activities and is not restricted to a single type. Exposure to a variety of problems and client populations is provided. This includes exposure to different theoretical models and treatment modalities (e.g., group, individual, couple, family) as well as different age groups and levels of severity. Interns become familiar with the diversity of major assessment and intervention techniques in common use and their theoretical bases. Experiences are designed to prepare the intern for practice in various settings including

hospitals, private practice, outpatient clinics and other private and public institutions. The training is conducted directly with recipients of psychological services.

9. Training plan: A written training plan detailing general and individualized training goals and objectives is completed at the beginning of the training year and signed by both the intern and the designated psychologist responsible for the training program. The plan includes descriptions regarding client populations, types of assessments and interventions and caseload expectations.

10. Required patient contact: At least 30% of the intern's time is in providing direct psychological services to patients/clients, seeing a sufficient number of clients to ensure that the intern reaches a level of competent clinical service in the area in which ~~he or she~~ plans they plan to practice.

11. Didactic component: The internship must provide at least two hours per week in didactic activities such as case conferences, seminars, in service training, or grand rounds, and excluding supervision

12. Timing of internship: Internship training is subsequent to required clerkships, practica, and/or externships. For psychologists, it must be obtained while enrolled in a doctoral program or post-doctorate.

13. Title of trainee: The internship level psychology trainees have a title such as "Intern", "Resident", "Fellow," or other designation of trainee status.

14. Program description: The internship agency has a written statement or brochure which provides a clear description of the nature of the training program, including the goals and content of the internship and clear expectations for quantity and quality of the intern's work, and is made available to prospective interns.

15. Due process: Internship programs have documented due process procedures that describe separately how programs deal with concerns about intern performance, and interns' concerns about training. These procedures include the steps of notice, hearing and appeal and are given to the interns at the beginning of the training period.

16. Required time: The internship is a full-time commitment over the course of one calendar year or, half-time over the course of two, consecutive calendar years. The full-time and half-time experiences each provide, at a minimum, 1600 hours of supervised experience. If a student elects for a half-time experience over two years, both years must take place at the same internship program. Therefore, programs offering half-time experiences must be prepared to accommodate the student for two consecutive years.

17. Evaluation: At least twice a year the internship program conducts formal written evaluations of each intern's performance.

18. Payment for supervision: The terms of payment for supervision are explicit and agreed upon prior to the onset of supervision. The payment contract includes explicit agreement that payment for supervision in no way implies a positive evaluation by the supervisor of the intern.

19. Dual relationships: Relationships between supervisors and interns are in compliance with prevailing ethical standards with regard to dual relationships (as reflected in the college's *Code of Conduct*). Supervision cannot be provided in the context of a professional relationship where the objectivity or competency of the supervisor is, or could reasonably be expected to be impaired because of the supervisor's present or previous familial, social, sexual, emotional, financial, supervisory, political, administrative, or legal relationship with the supervisee or a relevant person associated with or related to the supervisee.

20. Internships accredited by the Canadian Psychological Association (CPA) or American Psychological Association (APA) will be deemed to have met the pre-doctoral internship criteria.

~~II. Associate Psychologist (Corrections) Registration~~

~~The following institutional, coursework, program characteristics, program content, and supervised experience criteria apply to the evaluation of a master's program of study for the purpose of section 45(1)(a) of the bylaws:~~

~~A. Institutional Criteria:~~

~~Master's degree must be from an institution, which, at the time of the applicant's convocation, was~~

- ~~a) a government approved or government authorized degree granting institution of higher education in Canada,~~
- ~~b) a regionally accredited institution of higher education in the U.S., or~~
- ~~c) a recognized institution (for institutions outside Canada or the U.S.) assessed by a credential assessment agency, acceptable to the registration committee, as offering a degree equivalent to a graduate degree from a government approved or government authorized degree granting institution of higher education in Canada.~~

~~B. Coursework Criteria:~~

~~Coursework completed in a master's degree program in psychology must be sufficient to ensure foundational knowledge and training in core competencies for the professional practice of psychology restricted to the practice area of correctional psychology, as required by registration committee policies or as the registration committee may otherwise require after taking into account the relevant criteria set out in Schedule I. At a minimum, coursework must provide sufficient instruction in the areas of psychological assessment, psychometrics, treatment, and ethics in professional practice, as well as any other coursework the registration committee may require under its policies.~~

~~C. Program Characteristics Criteria:~~

- ~~1. Psychology program: The program is a clinical or counselling psychology master's program, or a master's program in another area of psychology practice acceptable to the registration committee, within a department or recognizable and coherent unit of psychologists that assume responsibility for it.~~
- ~~2. Degree in psychology: The degree issued to any student in the program is listed on the student's transcript as a master's degree in psychology.~~
- ~~3. Body of resident students: The program has an identifiable body of resident students who are matriculated in the psychology program for the master's degree.~~

4. ~~Psychology faculty: The program has an identifiable psychology faculty, with a majority of the faculty consisting of psychologists licensed or registered to practice the profession of psychology (“Core Faculty”):~~

- ~~a) Core Faculty credentials and training: Core Faculty members have completed their own degrees in clinical or counselling psychology, or in another area of psychology practice acceptable to the registration committee, meeting the standards in place at the time of their training, which standards required completion of an internship. Core Faculty members, especially members administratively responsible for the program, have completed their doctoral and internship training at programs accredited by the CPA or its equivalent. Core Faculty includes a minimum of five FTE psychology faculty members.~~
- ~~b) Core Faculty commitment to psychology: Core Faculty consists of experienced and productive members whose teaching, research and other professional activities (e.g., course loads, publications, professional participation and practice) demonstrate commitment to the intellectual, scientific and applied enterprises of psychology.~~
- ~~c) Core Faculty commitment to the program: Core Faculty members are committed to and identify with the program so that effective leadership, modeling, supervision, and instruction of students can be ensured.~~
- ~~d) Complementary and adjunct faculty availability and credentials: Program offerings are augmented by the contributions of faculty whose primary affiliations are within another area of psychology (complementary faculty), faculty who are affiliated with other often practice-related settings (adjunct faculty), and/or by faculty from other departments or faculties. Core Faculty, complementary faculty, and adjunct faculty who supervise students in the provision of professional services are appropriately credentialed and registered in the jurisdiction where the services are provided.~~
- ~~e) Training Committee: A number of the core faculty combine to form a Training Committee from among whom a Director of Training is appointed. The Director of Training models the professional role to faculty and students through active registration as a psychologist in the jurisdiction in which the program is located as well as through other professional activities. Members of the Training Committee hold tenured or tenure-track appointments at the institution in which the program is housed. Additionally, the Director of Training holds a senior tenured appointment at the institution in which the program is housed.~~

5. ~~Professional training program: The expressed purpose of the program (e.g., as evidenced in pertinent institutional catalogues, websites and brochures) is to educate and train students in the profession of psychology.~~

6. ~~Sequence of instruction: The program incorporates an integrated, organized sequence of instruction that meets the following criteria:~~

- ~~a) Practice, theory and research are integrated early in the program.~~

- ~~b) Training in these areas proceeds in sequence and presents information, and exacts requirements, which are cumulative and increasingly complex over the course of the program.~~
- ~~c) In advancing these requirements, the program ensures that it offers an integrated, organized plan of study.~~
- ~~d) The program helps to ensure that its students are sufficiently prepared for post-degree employment.~~
- ~~e) Research training enables students to formulate and solve problems, acquire new knowledge and evaluate practice. Accordingly, students are trained to employ the methodological paradigms appropriate to their research questions and the merits of their research are evaluated on the basis of the paradigm indicated and employed.~~

~~7. Publicly available performance criteria: The program provides publicly available criteria for admission to practica and internships, which criteria include personal and intellectual skills, attitudes and values, and a core of professional knowledge. The program clearly identifies baseline competences with clearly articulated development goals. The program provides publicly available outcome data describing key information about program graduates.~~

~~8. Supervision: The program defines individual and group supervision as follows:~~

- ~~a) Individual Supervision: Individual supervision is provided by the supervisor who is accountable for the psychological service the student delivers directly to patients/clients, and consists of visual and/or verbal communication in person between a supervisor and supervisee in which
 - ~~(1) the supervisor observes the supervisee deliver psychological service (i.e., either in the room with the supervisee and/or patient/client or with the use of one-way mirrors),~~
 - ~~(2) the supervisor and supervisee review audio or video recordings of the supervisee's delivery of psychological service, and~~
 - ~~(3) the supervisor and supervisee engage in case discussion (i.e., the supervisee provides an oral report of his or her delivery of psychological service to an identified patient/client).~~~~
- ~~b) Group Supervision: Group supervision is provided through activities or meetings in which students participate in the supervision received by another student, intern or trainee, or some combination of students and supervisors meet to review or discuss some method or technique of psychological service delivery, particular problems or disorders, or a professional or ethical issue affecting practice.~~

~~9. Policies and procedures: The program has developed policies and procedures, communicated in writing to each student at the start of his or her graduate training, for~~

- a) evaluation of students' competencies,
- b) developing, implementing and monitoring remediation plans, and
- c) handling of students' academic, practice and/or interpersonally related difficulties.

10. Program oversight:

- a) Program training director: A Core Faculty member acts as program training director.
- b) Practicum and internship settings and progress: At least one faculty member is designated primarily responsible for monitoring and evaluating practicum facilities and internship settings, and for overseeing student progress within them.
- c) Practicum supervision coordination: Each student's practicum experience is coordinated by a Core Faculty member, or by an adjunct professor, associated with the practicum setting.

11. Role modeling: The psychologist(s) administratively responsible for the program hold tenured and senior appointments at the institution that houses the program, and serve as professional role models for faculty, staff, and students (e.g., as demonstrated by their leadership, competence, and participation in, and recognition by, professional associations or learned societies).

12. Resident study and training: The program requires resident study and training, consisting of in-person participation in courses, seminars, practica and internships with face-to-face, in person, contact with faculty and other students, in order to develop trainee assessment, therapy and interpersonal skills, to permit faculty to directly observe trainee interactions with clients, other trainees and supervisors, and to provide opportunity for in-person, face-to-face faculty supervision of trainees. If distance education or electronically mediated formats are incorporated into the program, residency requirements, as set out below, must still be met:

- a) Residency requirement: The applicant is required to complete a minimum of one academic year of full-time resident graduate study, or equivalent part-time resident graduate study, at the educational institution granting the master's degree during the enrolment in the master's program.
- b) Quantity of resident study and training: One year of resident study consists of at least 18 semester hours, exclusive of internship requirements, taken on a full-time or part-time basis at the educational institution granting the degree, accumulated in not less than 9 months and not more than 18 months, and includes student-to-faculty contact involving face-to-face, in person, group courses. Such educational meetings

(1) include both faculty-to-student and student-to-student interaction,

~~(2) are conducted by the psychology faculty of the institution at least 90% of the time;~~

~~(3) are fully documented by the institution, and~~

~~(4) relate substantially to the program and course content.~~

~~c) Distribution of resident study and training: The program distributes education and training over the days and weeks of an academic year, at the educational institution granting the degree, and provides students with access to a core psychology faculty, with its members' primary time and employment responsibilities being to the educational institution, as well as access to other students matriculated in the program.~~

~~D. Program Content Criteria:~~

~~The program requires completion of a research-based thesis.~~

~~E. Supervised Experience Criteria:~~

~~Practicum: The program incorporates a minimum of 300 hours of pre-degree practical experience in the delivery of psychological services in a correctional setting, completed under the direct supervision of a psychologist registered in the jurisdiction in which the supervision takes place, and satisfying the following criteria:~~

~~a) At least half of the supervised practicum training is devoted to direct, face-to-face patient/client contact defined as time students spend interviewing, assessing, or intervening with clients directly.~~

~~b) Students must receive a minimum of one hour of supervision for every four hours of client contact.~~

~~c) In addition to direct service and supervision, students participate in support activities during their practica. Support activities are defined as clinically relevant activities in support of the direct service, such as writing progress and process notes, report writing, case treatment planning, consultation, session review, case presentations, case-relevant literature reviews, rounds, case conferences, psychometric test scoring and interpretation, learning new psychological measures and/or interventions/treatments and professional development/continuing education that supports specific patient/client care.~~

~~d) The balance between direct service, supervision and support hours required by the student evolves with developing competence.~~

~~e) Practicum students are supervised by practitioners who are registered for psychological practice in the jurisdiction in which the services are provided.~~

~~f) 75% of the required supervision provided to a student during practicum training will be individual supervision as defined above.~~

~~g) 25% of the supervision provided can be either individual or group supervision.~~

SCHEDULE C

Schedule of Fees

Effective December 1, 2017¹

A. Application Fees: Amount (Canadian Currency or US Equivalent)

1. Registered Psychologist

a) CPA/APA accredited program graduates	\$600
b) Non-CPA/APA accredited program graduates	\$1100
c) AIT applicants from Canadian jurisdictions	\$550
d) Mobility applicants from the United States	\$550

~~2. Associate Psychologist (Corrections) \$600~~

~~3. Psychology Assistant \$200~~

42. Temporary (Visitor)* \$450

[*fee covers application fee and temporary registration fee]

53. Application for Reinstatement 35% of the annual renewal fee for the class of registration.

B. Examinations

1. Oral Examination – per exam	\$600
2. Written Jurisprudence Examination – per exam	\$225
3. Examination for Professional Practice in Psychology (EPPP) (admin. fee/ per exam)	\$150
4. Readiness for Practice Examination	\$350

¹ The fees specified in this schedule were effective December 1, 2017. The schedule was subsequently amended effective <>, 2022 to remove references to fees that are no longer applicable as a result of other bylaw amendments.

C. Registration/Renewal Fees

Amount (Canadian Currency or US Equivalent)

1. Registered Psychologist, ~~Grandparented Psychologist~~, Supervised Psychologist and Associate Psychologist (Corrections) \$1200

2. Psychology Assistant \$240

3. Non-~~Practicing~~Practising \$300

4. Initial Registration Fee for Registered Psychologist, ~~Supervised Psychologist and Associate Psychologist (Corrections)~~

_____ \$1200*

[*fee is pro-rated by date of registration]

~~5. Initial Registration Fee for Psychology Assistant~~ _____ \$240*

[*fee is pro-rated by date of registration]

D. Administrative Fees

1. Fees ~~Per~~per Bylaw Sections 51(3) and 52(6)(a) \$150

2. Application Expiry Date Extension Fee

(Registered Psychologist ~~and Associate Psychologist (Corrections)~~) – per four month extension _____
_____ \$400

3. Additional Registration Certificate \$25

4. NSF Cheque charge \$50

5. Fee for failure to advise change in Register information (per Bylaw Section 55.3) _____ \$100