

REGISTRATION CHECK LIST¹

A) Documents Required²

- 1) An original, signed application for full registration in Form 2 (see CPS-BC Bylaws).
- 2) An original, completed statutory declaration in Form 3 (see CPS-BC Bylaws).
- 3) Proof of identity satisfactory to the CPS-BC Registration Committee.
- 4) Notarized proof of successful completion of required educational training.
 - A DPM degree from a recognized program listed in CPS-BC Bylaw Schedule A, **OR**
 - Equivalency to the above – subject to the discretion of the Registration Committee, **OR**
 - For an applicant under the Agreement on Internal Trade Mutual Recognition Agreement (AIT MRA), the training required by the jurisdiction in which the applicant is currently registered. [Note: currently this applies only to registrants of Alberta].
- 5) Notarized proof of successful completion of required postgraduate training:
 - Two or more years of postgraduate training satisfactory to the Registration Committee, **OR**
 - Equivalency to the above – subject to the discretion of the Registration Committee, **OR**
 - For an applicant under the AIT MRA, the post-graduate training required (if any) by the jurisdiction in which the applicant is currently registered. [Note: currently this applies only to registrants of Alberta].
- 6) Notarized proof of successful completion of required occupational competency exams:
 - National Board of Podiatric Medical Examiners (NBPME) Parts I, II & III, **OR**
 - For an applicant under the AIT MRA, proof of completion of the exams required (if any) by the jurisdiction in which the applicant is currently registered. [Note: currently this applies only to registrants of Alberta].
- 7) An original, certified and dated passport size photograph of the applicant taken within one year of the date of application to the CPS-BC.
- 8) a) A list of every jurisdiction in which the applicant has been registered to practise any health profession, **AND**
b) An original and current licensing and discipline report from the professional regulator in each of those jurisdictions dated within 60 days of the date of application to the CPS-BC.³
- 9) An original, full and current criminal record check for Canada.
- 10) An original, full and current criminal record check for every other jurisdiction in which the applicant has resided, or practised or been registered to practice any health profession.
- 11) A current criminal record check under the BC *Criminal Records Review Act* (applicant submits authorization to the Criminal Records Review Branch which reports directly to the CPS-BC).
- 12) Two signed, original and current references addressed to the CPS-BC from medical peers regarding the applicant's character, conduct and general suitability to be registered in B.C.
- 13) Notarized proof of Canadian citizenship/immigrant status – i.e. right to work in Canada.
- 14) A passing mark on the CPS-BC jurisprudence examination.
- 15) Notarized proof of professional liability insurance coverage effective in B.C.

B) Fees Required

- 1) Application fee: \$600 for F&NP class; \$100 for T&E class⁴.
- 2) Jurisprudence exam fee: \$200 initially, \$100 each for up to 2 rewrites.
- 3) Initial registration fee:

FULL:	\$ 4100 ⁵ (payable in 2 installments, 1 is postdated)
NONPRACTISING:	\$ 200
TEMPORARY:	\$ 1000 (for up to 90 days, subject to 1 renewal)
EDUCATIONAL:	\$ 200

¹ All requirements must be met within one year of initiation of the application.

² All documents must be in English or accompanied by a certified English translation.

³ This includes practice during a residency program, for those jurisdictions where residents must be registered.

⁴ F= Full, NP=NonPractising, T=Temporary, E=Educational/Student.

⁵ Also prorated to the quarter year.