

2023 annual licence renewal begins January 1

A teal square graphic with the text "Annual Renewal" in white, bold, sans-serif font.

Annual Renewal

Annual licence renewal begins January 1, 2023. Here is what registrants need to know in order to be prepared.

Important dates

January 1, 2023: Start of annual licence renewal process

February 1, 2023: Deadline to complete the Annual Licence Renewal Form and payment of fees

March 1, 2023: Penalties applied for late licence renewal or late payment of fees

April 1, 2023: Suspension for non-renewal of licensure or non-payment of fees

Before annual licence renewal starts

To save time during the renewal process, registrants should:

- Sign into the registrant portal and add security questions. Registrants who have not already set their security questions will be required to set them before they can access the rest of the portal.
- Review contact information and update if needed. Changes in contact information throughout the year must be made within 14 days of the effective date of the change.

- Determine whether you have privileges at any health authority-affiliated hospitals in BC. You will be asked to identify the hospital(s) and the type of privileges you hold, as stated in your current health authority letter of reappointment.

Retiring or resigning before February 28, 2023

Registrants planning on retiring or resigning can submit a [resignation form](#) before February 28, 2023 to be exempt from the 2023 annual renewal process. See [retirement/resignation options](#).

New questions for 2023

- ***Practice settings***

Registrants will be asked to select all applicable practice settings from the following list:

- Health authority-affiliated hospital
- Community-based or private practice clinic (solo or multi-provider)
- Health authority-managed clinic or facility
- Non-hospital medical/surgical facility
- Private diagnostic facility
- Administrative, research or teaching
- Other (please explain)

- ***Medical director***

Registrants who work in a multi-registrant clinic(s) will also be asked if they are the medical director of a clinic where they practise. The College practice standard [Primary Care Provision in Walk-in, Urgent Care and Multi-registrant Clinics](#) requires that all primary care settings must have a designated medical director.

- ***Virtual care***

Registrants who select “yes” to providing virtual care, will also be asked:

- Percentage of virtual care done via phone, video, and email/text

- Percentage of patients seen via virtual care that are attached to the registrant's practice and percentages of patients seen via virtual care that are unattached (i.e. virtual "walk-in" visits)

- **Point-of care testing**

Registrants will be asked whether they perform any point-of-care tests that require accreditation from the Diagnostic Accreditation Program. A list of point-of-care tests that are exempt from accreditation and may be performed in community-based offices is available in this [position statement](#).

Prepare documents

- BC driver's licence (for verifying a registrant's identity for the criminal record check)
- Continuing professional development (CPD) cycle date
 - Note: This does not apply to podiatric surgeons
- Certificate(s) of professional conduct
 - If a registrant has worked in another jurisdiction in the past 12 months and does not have out of province status, or if a registrant has signed undertakings to waive the requirements in accordance with section 25.3 of the *Health Professions Act*, certificate(s) of professional conduct must be sent directly from the appropriate regulatory body(ies) to the College.

Schedule time to complete the form

It takes approximately **30 minutes** to answer the entire form. As the information collected on the Annual Licence Renewal Form is personal and provides details of a registrant's practice, registrants will be asked to attest that they have completed the form themselves. Medical office assistants or other staff, partners or colleagues are not permitted to complete the form on a registrant's behalf.

Use a computer—the form cannot be completed on a tablet or mobile device

The licence renewal process is best experienced using a PC or Mac. Mobile devices, smart phones, tablets and iPads are not supported. See [full technical requirements](#).

Renewal fee

The 2023 renewal fee of **C\$1,795** can be paid in one of three ways online:

- by credit card
- by debit credit card
- by Interac® Online

See [annual licence renewal process](#) for more information.