



College of Physicians and
Surgeons of British Columbia
Serving the public by regulating physicians and surgeons

[Licence Renewal \[1\]](#)

All registrants of the College must complete a comprehensive questionnaire about their practice and pay a renewal fee at the end of February each year. Registrants who neglect to complete the process by the deadline are subject to penalties and may have their registration suspended. Physicians cannot practise medicine, prescribe or charge for services rendered without being registered with the College.

The annual licence renewal process is conducted online through the College website. Notification of the the licence renewal process is provided by email to all registrants in late December and early January each year.

Renewal fees and penalties

The annual licence renewal fee for 2020 is **C\$1,715**.

Late payments received on or after March 1 are subject to a \$500 penalty. For each unpaid month thereafter, the penalty increases by \$100 increments. A registrant's licence will be suspended on April 1 and will not be reinstated unless the following are met:

- fees are paid in full
- penalty is paid in full
- Annual Licence Renewal Form is completed in full

For more information regarding registration fees, please refer to [Schedule A of the Bylaws \[2\]](#).

Important dates to note

January 1	Start of annual licence renewal season
February 1	Deadline to complete the Annual Licence Renewal Form and payment of fees
March 1	Penalties applied for late licence renewal or late payment of fees
April 1	Suspension for non-renewal of licensure or non-payment of fees

Annual Licence Renewal Form

Technical requirements

The licence renewal process is best experienced using a PC or Mac. Mobile devices, smart phones, tablets and iPads are not supported.

Technical Requirements	Supported	Not Supported
Devices	PC, Mac, desktop, laptop	Mobile devices, smart phones, tablets, iPads
Browsers	Internet Explorer 11 or better Mozilla Firefox 45 or better Safari 7.1 or better Google Chrome 70 or better	Note: Lower versions may cause viewing problems
Operating Systems	PC: Windows 8 or better Mac: OSX or better	Note: Lower versions may cause viewing problems
Screen Resolution	1024 x 768 or better	Note: Lower versions may cause viewing problems
PDF Viewer	Adobe Acrobat Reader DC or better	Note: Lower versions may cause viewing problem

Publishable address requirement

Registrants are required by statute to provide their current contact information to the College, including their professional mailing address(es), and telephone/fax number(s). Registrants must provide one publishable business address to be displayed to the public in the physician directory. This is for contact and publication purposes. Changes to a registrant's address information throughout the year must be updated within 14 days of the effective date of the change.

Note: If only one address is provided and that address is a home address, it will be published on the physician directory. Ensure necessary precautions are made by adding a publishable business address as the primary address—this could be a PO box address.

Email requirements

For completion of the annual licence renewal process, registrants must also provide a current, unique email address. To ensure that important notifications do not end up in the spam or junk email folder, please add the College to the safe senders list.

Note: The College does not publish nor does it provide registrants' email addresses to outside agencies. Only confirmation notifications, reminders and College-related communicate are sent electronically. For more information, please refer to the College's corporate policy regarding [Distribution of Information/Material On Behalf of Third Parties via Broadcast Email or Other Communication Channel](#) [3].

Saving responses

For security reasons, the form is set to **timeout after one (1) hour of inactivity**. If timed out, the registrant is required to log in again and re-enter unsaved answers.

To save answers and continue later, answer all the questions in that section. Click **Continue** at the end of the section to save the entered data.

Attestation

The College expects the registrant to complete the Annual Licence Renewal Form personally. It is not acceptable for registrants to ask a medical office assistant, spouse or partner to complete the form on their behalf.

Payment

Accepted payment methods are:

- **Credit Card**

- Visa
- Mastercard
- American Express

- **Debit Credit Card**

- BMO Debit Mastercard

- CIBC Visa Debit
- RBC Visa Debit
- Scotiabank Visa Debit
- Servus Credit Union Debit Mastercard
- TD Canada Trust Visa Debit

- **Interac® Online**

- RBC
- TD Canada Trust

Receipts

Receipts are ready within two (2) to five (5) business days after completion of the entire licence renewal process. To access the receipts, log in, click the **Financial** tab under **My Account**.

Verification of registration with the College

The physician directory allows individuals to verify whether a registrant is currently registered and licensed with the College of Physicians and Surgeons of BC. The data contained in the physician directory is dynamic, pushed in real time from the College register. It is the most up-to-date and accurate depiction of a physician's registration information.

There are two methods in which a registration status can be viewed:

1. **Logged in (registrant) view** – a College username and password is required.
 - a. [Log in](#) [4] to the College website.
 - b. Once logged in, click **View My Profile**.
 - c. Under **Public Profile**, the registration information is displayed in the format that is displayed in the physician directory. The registration status is listed under each of the tabs (Main, Education, Regulatory Actions).
2. **Physician directory search** – username and password not required; accessible by public.
 - a. Go to the College website, click [Physician Directory](#) [5].
 - b. Search for the physician's profile by entering the first name and last name.
 - c. The registration status is listed in the physician directory profile, under each of the tabs (Main, Education, Regulatory Actions).

If a health authority requires confirmation of an active licence, please contact the College directly for relevant licence information that is not available on the website. Any confidential information related to the licence will require the physician's consent and completion of the [Request for Certificate of Professional Conduct](#) [6] form.

Source URL (modified on 2019-12-05 13:14):

<https://www.cpsbc.ca/for-physicians/registration-licensing/licence-renewal>

Links

[1] <https://www.cpsbc.ca/for-physicians/registration-licensing/licence-renewal>

[2] <http://www.cpsbc.ca/files/pdf/HPA-Bylaws.pdf#page=95>

[3] <https://www.cpsbc.ca/files/pdf/CP-Distribution-of-Information.pdf>

[4] <https://www.cpsbc.ca/user/login>

[5] http://www.cpsbc.ca/physician_search

[6]

<https://www.cpsbc.ca/files/pdf/Registration-Request-for-Certificate-of-Professional-Conduct-F.pdf>