



Assisted Living Registration Renewal

Renewing Your Registration

Renew your registration and pay your annual registration fees **before** March 31 each year.

As part of the renewal process:

1. You will receive an email from the Assisted Living Registry with an Application to Renew form.
2. Review for accuracy and complete the **Application to Renew form**.

Note: **Annual Registration Fees** - you also need to pay an annual registration fee of \$12.50 per registered unit when you renew your registration. If the number of units noted on the Application to Renew is incorrect, please correct it.

→ Calculate your total registration fees based on \$12.50 per registered unit.

3. Assemble your application package to include:
 - › A completed **Application to Renew form**
 - › A cheque for your annual registration fees, made payable to the **Minister of Finance**
 - › Any associated documents, if applicable.
4. Submit your completed application package by email for review to the Assisted Living Registry at

Hlth.assistedlivingregistry@gov.bc.ca

5. Mail your cheque to
Assisted Living Registry
Ministry of Health
PO Box 9601 Stn Prov Govt
Victoria, BC V8W 9P1

* Please note: an incomplete application package will not be processed.

Late renewals will be subject to a charge of \$250 in late pay fees per residence.



Application Fees

If you are adding a different class of assisted living, you need to submit a new application for that class and include a one-time, non-refundable fee of \$250 with your Application.

- › See the Assisted Living website:
www.gov.bc.ca/AssistedLivingBC > Opening or Operating an Assisted Living Residence > Tools and Resources > Registration

Ongoing Responsibilities to Maintain Your Registration

Advise the registrar in a timely manner of any new services you plan to offer, any changes in ownership or changes that impact your approved registration information.

New Services

Please advise the Assisted Living Registry if you are planning to add any assisted living service(s) to those you are currently offering, before you start offering them.

If you are planning to add assistance with medication or programming (psychosocial) services, please submit an electronic copy of the required policy, via email, of the policy to the Registry at: Hlth.assistedlivingregistry@gov.bc.ca

i.e.,

- Medication Plan
- Programming (psychosocial supports) policy

If you have updated any of your policies or plans, please submit them to the Registry.



Notice of Changes

Advise the Assisted Living Registry in a timely manner of any planned changes in ownership or changes that impact your registration information. Please provide:

- **30 days** written notice if there is a change to:
 - › Contact information of the operator or assisted living residence;
 - › Name of the residence;
 - › Manager of the residence, if not the operator;
 - › Nature or scope of the assisted living services provided to residents;
 - › Number of units in the residence; or
 - › Number of residents the residence has the capacity to house.

The registrar must approve these changes in writing before changes can be made.

- **120 days** written notice if there is a change to:
 - › Address or class of the residence;
 - › Structure or floor plan (i.e., major renovations);
 - › Control of the residence is assigned or transferred to another person or body (registration become invalid); or
 - › A supportive recovery class residence is sold, leased or scheduled to close and stop operating.
- **365 days** written notice if:
 - › A mental health or seniors and persons with disabilities class residence is sold, leased or scheduled to close and stop operating.

Useful Resources

You may find these resources helpful when applying to renew your registration:

- > **The *Community Care and Assisted Living Act***
The Assisted Living Regulation
www.bclaws.ca and search for the Act (full name) or the Regulation (full name)
- > **The Assisted Living Website**
www.gov.bc.ca/AssistedLivingBC / Opening or Operating an Assisted Living Residence / Tools and Resources

